



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

**COMMISSION MEETING AGENDA**

January 22, 1998 - 10:00 A.M.  
Sheraton Newport Beach Hotel  
4545 MacArthur Boulevard  
Newport Beach, CA 92660  
(714) 833-0570

**AGENDA**

**CALL TO ORDER - 10:00 A.M.**

**FLAG SALUTE**

**MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY**

Since the last Commission meeting, the following officers have lost their lives while serving the public:

- o Sergeant Steven D. Van Horn, Newport Beach Police Department
- o Officer Steven G. Gajda, Los Angeles Police Department

**ROLL CALL OF COMMISSION MEMBERS**

**INTRODUCTIONS**

**HONORING PAST COMMISSIONER**

Jody Hall-Esser, Chief Administrative Officer, City of Culver City, who served from January 1992 to November 1998, and who served as Chairman from April 1997 to November 1997.

**REAPPOINTMENT OF COMMISSIONERS**

- o Thomas J. Knutson, Ph.D., Professor of Communication Studies, CSU Sacramento
- o Rick TerBorch, Chief, Arroyo Grande Police Department

## **APPROVAL OF MINUTES**

- A.1 Approval of the minutes of the November 6, 1997 regular Commission meeting at the Mission Inn in Riverside.

## **CONSENT CALENDAR**

B.1 **Receiving Course Certification Report**

Since the November meeting, there have been 59 new certifications, 0 decertifications, and 62 modifications. In approving the Consent Calendar, your Honorable Commission receives the report.

B.2 **Receiving Financial Report - Second Quarter FY 1997/98**

The first quarter financial report to be provided at the meeting is for information purposes. In approving the Consent Calendar, your Honorable Commission receives the report.

B.3 **Receiving Information on New Entries Into the POST Regular (Reimbursable) Program**

The Los Angeles County Department of Health Services Safety Police Department and the Los Angeles County Department of Internal Services Safety Police Department have met the Commission's requirements and have been accepted into the POST Regular Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.4 **Receiving Information on New Entry Into the Public Safety Dispatcher Program**

The Torrance Police Department has met the Commission's requirements and has been accepted into the POST Reimbursable Public Safety Dispatcher Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.5 **Setting Command College/Executive Leadership Program Tuition for Non-Reimbursable Agencies**

Consistent with Commission policy, staff annually reviews the tuition charged to non-reimbursable agencies and reports to the Commission each January with the recommended tuition for the coming year.

The current year tuition for the Command College/Executive Leadership Institute is \$2,762. Analysis of costs is included in the report under this tab. The analysis suggests that the current tuition should be reduced to \$2,575.

In approving the Consent Calendar, your Honorable Commission receives the report and sets the tuition rate of \$2,575 for Classes 27, 28, and 29.

**B.6 Setting Supervisory Leadership Institute Tuition for Non-Reimbursable Agencies**

Consistent with Commission policy, staff annually reviews the tuition charged to non-reimbursable agencies and reports to the Commission each January with the recommended tuition for the coming year.

The current year tuition rate is \$1,636. Analysis shows that the tuition level should remain the same for classes beginning July 1998 through June 1999. Analysis of costs is included in the report under this tab.

In approving the Consent Calendar, your Honorable Commission receives the report and sets the tuition rate of \$1,636 for classes beginning July 1998 through June 1999.

**B.7 Affirming Commission Policy Set by Action at November 6, 1997 Commission Meeting**

Consistent with Commission instructions, statements of policy made at a Commission meeting are to be submitted for affirmation by the Commission at its next meeting. At its regular Commission meeting held on November 6, 1997, the Commission adopted the following policy concerning legislative proposals.

"The Commission shall review each legislative proposal involving an unfunded training mandate in order to determine merit, need, and impact."

In approving the Consent Calendar, the Commission affirms the policy.

**B.8 Approving Resolution Commending Special Consultant Kate M. Singer**

In approving the Consent Calendar, your Honorable Commission adopts a Resolution commending Kate M. Singer, Sergeant with the Marin County Sheriff's Department, who served as a Special Consultant in the POST Management Fellowship Program from December 1996 to through February 1998. Sergeant Singer was the project manager for the Field Training Program study and was responsible for all activities related to integrating a mandated Field Training Program as part of a basic training requirement for all California peace officers.

**B.9 Approving Resolution Commending Retired Bureau Chief Ronald T. Allen**

In approving the Consent Calendar, your Honorable Commission adopts a Resolution commending Ronald T. Allen, upon his retirement on December 31, 1997, for contributions made to law enforcement while serving at POST for 26 years.

**B.10 Approving Resolution Commending Retired Bureau Chief Otto H. Saltenberger**

In approving the Consent Calendar, your Honorable Commission adopts a Resolution commending Otto H. Saltenberger, upon his retirement on January 16, 1998, for contributions made to law enforcement while serving at POST for 27 years.

**B.11 Approving Resolution Commending Retired Staff Services Manager Beverly Short**

In approving the Consent Calendar, your Honorable Commission adopts a Resolution commending Beverly Short, upon her retirement on December 19, 1997, for contributions made to law enforcement while serving at POST for 25 years.

**STRATEGIC PLAN**

**C. Update on Implementation Plan Progress**

Commissioner TerBorch, Chairman of the Committee on Strategic Implementation Plan will report on the meeting of the Committee held on December 5, 1997 in San Diego.

**STANDARDS AND COMPETENCY**

**D. Proposal to Adopt Training Course on Elder Abuse Using the Notice of Proposed Regulatory Action Process**

Pursuant to Assembly Bill 870, Section 13515 was added to the Penal Code requiring every city police officer or deputy sheriff at a supervisory level and below who is assigned field or investigative duties to complete an elder abuse training course certified by the Commission before January 1, 1999, or within 18 months of assignment to field duties. As a result of this legislation, it is proposed to add Commission Regulation 1081(a)(25), Elder Abuse Curriculum.

The in-service training requirement is designed to be met via a two-hour telecourse which was developed and broadcast on February 20, 1997 in anticipation of pending legislation.

Staff recommends that the proposed curriculum changes be adopted pursuant to the Administrative Procedures Act by using the Notice of Proposed Regulatory Action.

If the Commission concurs, the appropriate action, subject to the results of the proposed Notice of Regulatory Action, would be a MOTION to adopt the proposed curriculum for inclusion into Commission Regulation 1081.

E. Proposal to Adopt Revised Standards for District Attorney Investigators' Basic Training Using the Notice of Proposed Regulatory Action

Commission Regulation 1005 (a)(2) states that every regularly employed and paid as such district attorney inspector or investigator as defined in Penal Code Section 830.1 shall satisfactorily meet the training standards of the District Attorney Investigators' Basic Course. The training standard may also be satisfactorily met by successfully completing the Regular Basic Course and the successful completion of an 80-hour certified Investigation and Trial Preparation Course within 12 months of appointment.

The District Attorney Investigators' Basic Course was originally developed in 1983. No curriculum was ever developed for the course, nor has it ever been certified or presented since approved by the Commission. Overwhelming consensus of the District Attorneys was to opt for the alternative standard of the Regular Basic Course and the 80-hour Investigation and Trail Preparation course to address their unique training needs.

The report under this tab proposes that the Commission delete the current 462-hour District Attorney Investigators' Basic Course requirement as the standard and replace it with regulatory language adopting the Regular Basic Course as the District Attorney Investigator or Inspector basic training standard. It is also proposed that the Commission retain the 80-hour Investigation and Trial Preparation Course. These changes are proposed to accurately reflect the long standing hiring standard that is currently used by all District Attorney Offices in California.

If the Commission concurs, the appropriate action would be a MOTION to approve, subject to the results of the Proposed Notice of Regulatory Action, modifications to regulations as described to delete the District Attorney Investigators' Basic Course and replace it with the Regular Basic Course and make related changes as proposed.

F. Proposal to Delete Current Regulations Concerning Limited Level I Reserves Using the Notice of Proposed Regulatory Action Process

On April 20, 1995, the Commission approved regulations to implement provisions of Senate Bill 1874 (effective January 1, 1995) relating to limited Level I reserve peace officers. Regulation 1007(b)(2) was adopted to implement the new law.

Senate Bill 786 (effective January 1, 1998) amended Penal Code Section 832.6. The amendments eliminated limited non-designated Level I reserve officers and the exemption from the Basic Course training requirement for agencies that employed non-designated Level I reserve officers with limited duties. This agenda item addresses only those issues relating to limited Level I reserve officers. Other changes are to be addressed as part of the Reserve Program study that will begin on January 5, 1998. Once that study is complete, a report and recommendations for any further changes to the reserve training program will be presented to the Commission for consideration.

This agenda item also proposes amendments to Commission Procedure H-3 to delete references to outdated training requirements and status and correct current language for the Regular Basic Course minimum hourly requirement. All proposed regulatory language changes are included in the report under this tab.

If the Commission concurs, the appropriate action would be a MOTION to approve, subject to the Notice of Proposed Regulatory Action, the amendments to Regulation 1007 and Procedure H. The amended and deleted sections would become effective when approved by the Office of Administrative Law.

G. Proposal to Adopt Curriculum Changes to Reserve Training Module D Using the Notice of Proposed Regulatory Action

Penal Code Section 832.6 requires POST to offer a supplemental course to enable reserve officers to satisfy requirements of the Regular Basic Course without unnecessary redundancy of completed Level I and Level II reserve training. Pursuant to this mandate, the Commission approved the *Training Specifications for Reserve Training - Module D* in July 1995. Since adoption of the Module D specification document, ongoing updates to the Regular Basic Course training specifications have regularly been approved by the Commission. It is necessary to update the Module D specifications to make them consistent with the changes approved for the Regular Basic Course.

This report under this tab proposes amendments to the document *Training Specifications for Reserve Module D* to incorporate relevant changes made in the *Training Specifications for the Regular Basic Course* in April and July 1997 and to correlate instructional goals between the two documents. Changes for Learning Domains #2 (Criminal Justice System), #3 (Community Relations), #39 (Crimes Against the Justice System, and #40 (Weapons Violations) were previously approved by the Commission at its April 24, meeting. Changes to Learning Domain #35 (Firearms/Chemical Agents) were approved at the July 17, 1997 meeting.

If the Commission concurs, the appropriate action would be a MOTION to approve, subject to the results of the Proposed Notice of Regulatory Action, amendments to Regulation 1005 and Procedure D-1 as described in the staff report.

H. Proposal to Adopt Curricula for Domestic Violence In-Service Update Training Using the Notice of Proposed Regulatory Action

Pursuant to Senate Bill 132 (1995), Section 13519(e) was added to the Penal Code requiring every law enforcement officer below the rank of supervisor, who is assigned to patrol duties and would normally respond to domestic violence calls or incidents of domestic violence, to complete every two years an updated course of instruction on domestic violence which meets the standards of the Commission. To formally implement this legislation, the report under this tab proposes to add Commission Regulation

1081(a)(26) Domestic Violence (In-Service Patrol Officers). It is also proposed that Section 1081(a)(8) be modified to differentiate between the entry and in-service domestic violence training requirement.

The in-service curriculum requirement is designed to be met as a part of a POST certified course, the viewing of an updated POST domestic violence telecourse, or completion of a POST multi-media domestic violence training program. With the assistance of subject matter experts, a two-hour domestic violence telecourse was developed and broadcast to the field in July 1996.

If the Commission concurs, the appropriate action would be a MOTION to approve, subject to the results of the proposed Notice of Regulatory Action, the proposed curriculum for inclusion into POST Regulation 1081.

### **MAXIMIZING TRAINING DELIVERY**

#### **I. Report on Amendment to Regulation 1020 for Reimbursement of Satellite Encryption Decoders Using the Notice of Proposed Regulatory Action**

In order to secure and expand POST Satellite Training Network programming, the Commission previously approved a satellite encryption (scrambling) system for its satellite network. The addition of the encryption feature requires modification to all satellite antenna systems installed at agencies under the POST reimbursement program. Any agency wishing to view future programs on the network will need to install an encryption decoder module into their existing satellite receiver unit(s).

To enable POST to reimburse eligible law enforcement agencies for this encryption decoder equipment, Regulation 1020 needs to be modified to add reference to this equipment.

If the Commission concurs, the appropriate action would be a MOTION, subject to the results of the proposed Notice of Regulatory Action, to adopt the proposed amendment to Commission Regulation 1020.

### **PARTNERSHIPS**

#### **J. Advisory Committee**

Woody Williams, Chairman of the POST Advisory Committee, will report on the Committee meeting held January 21, 1998 in Newport Beach.

o Governor's Awards for Excellence in Peace Officer Training

The POST Advisory Committee, serving as a screening committee, will make recommendations for award recipients in three categories: Individual Achievement, Lifetime Achievement, and Organizational Achievement.

**LONG RANGE PLANNING**

K. Long Range Planning Committee

Chairman Campbell, who also chairs the Long Range Planning Committee, will report on the Committee meeting held December 9, 1997 in Huntington Beach.

**RESOURCES**

L. Request for Approval for Continuation of Royalty Agreement Covering Sales of Driving Simulator Scenarios

The Commission has an agreement with DORON Precision Systems, Inc. to market driving simulator scenarios developed by POST and pay a \$2,500 royalty to POST for each site outside California that purchases the simulator.

If the Commission concurs, the appropriate action would be a MOTION to approve renewal of the contract with the same terms and conditions.

M. Request for Approval of Contract Modification with San Diego Regional Training Center for Cultural Diversity Training

The Commission has a current year contract with San Diego Regional Training Center to present the Building High Performance, Inclusive Organization diversity program. It is proposed to modify this contract to provide for presentations of Cultural Diversity Training for Trainers, Teach LEADS (Law Enforcement Awareness of Disabilities), and a pilot diversity communication course. If approved, these presentations would require increasing the current contract by \$62,999.

If the Commission concurs, the appropriate action would be a MOTION to approve the contract modification in the amount of \$ 62,999. (ROLL CALL VOTE)

N. Request for Approval to Contract with Museum of Tolerance for Tools for Tolerance Training

During FY 96/97, the Commission contracted with the Simon Wiesenthal Center, the Museum of Tolerance, to provide 7,000 law enforcement officers with a one-day, experiential learning class, *Law Enforcement Tools for Tolerance*. The contract, in the

amount of \$1,566,000, was extended through 1997 and all funds were expended. The FY 97/98 budget includes funding for a similar contract this year.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign a renewal of the contract in an amount not to exceed \$1,566,000 for the Museum. (ROLL CALL VOTE)

O. Request for Approval to Contract with Cooperative Personnel Services for Services Supportive of the Basic Course Report Writing Improvement Project

POST is beginning a comprehensive research effort to improve the writing skills of academy students. Some of the projects involved are the revision of the Entry-Level Reading and Writing Test, the revision of the Investigative Report Writing Curriculum and the establishment of a standardized minimum writing proficiency level for all academy cadets.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to negotiate a contract with CPS to provide the support and consultative services necessary to complete the described research in an amount not to exceed \$61,627.00. (ROLL CALL VOTE)

P. Request for Approval to Contract for Developing Multimedia Course on Domestic Violence

A multimedia program on domestic violence is one of the programs funded by Senate Bill 350 implementing the federal law STOP Violence Against Women Formula grant program. Staff has identified a vendor for the effort and proposes that a series of contracts be used for this effort. A series of courses will provide better oversight and cost control. It is recommended that the Executive Director be authorized to enter into a series of contracts with the stipulation that the total amount of the contracts does not exceed the \$200,000 budgeted for the project.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into a series of contracts for developing a multimedia course on domestic violence in an amount not to exceed \$200,000. (ROLL CALL VOTE)

Q. Request for Approval of Contract Modification with Computer Resources Group for Development of Feasibility Study Report (FSR) and Request for Proposal (RFP) for POSTRAC System

The Commission has a current year contract with Computer Resources Group to revise the FSR and write an RFP for the new POSTRAC system. POSTRAC is a computer-based system which permits basic academies to download, print, and machine score POST-developed multiple-choice tests, keep records of student performance, and produce

a variety of reports. It is proposed to modify this contract to provide additional consultant hours to more extensively re-write the FSR and assist staff with the RFP and procurement process. If approved, the existing contract would be increased by \$20,000.

If the Commission concurs, the appropriate action would be a MOTION to approve the contract modification in an amount not to exceed \$20,000. (ROLL CALL VOTE)

R. Request for Approval for Contract Modification - ICI Instructors' Workshops

The Commission has a current year contract with the San Diego Regional Training Center for the continuation of special training for instructors of the Robert Presley Institute of Investigation (ICI) so that the ICI Core and the eleven Foundation Specialty Courses could be designed and taught using the adult experience-based learning concepts and competency-based learning objectives.

It is proposed that the current year contract be modified to add coordination support for the ICI Instructors' Update Workshops and administrative support for the ICI program for the balance of FY 97/98. If approved, the existing contract would be increased by \$25,753.

If the Commission concurs, the appropriate action would be a MOTION to approve the contract modification in an amount not to exceed \$25,753. (ROLL CALL VOTE)

S. Report of the Finance Committee

Commissioner TerBorch, Chairman of the Finance Committee, will report on the Committee meeting held on January 21, 1998 in Newport Beach.

LEGISLATION

T. Report of the Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, will report on the Committee meeting held January 22, 1998 in Newport Beach.

CORRESPONDENCE

- U.   o Letter of appreciation from Sheriff Sherman Block
- o Letter of appreciation from Chief Arturo Venegas, Jr.

## OLD/NEW BUSINESS

### V. Advisory Committee Vacancy

The Commission may consider appointment of a new Advisory Committee member to fill the unexpired term of Alan Barcelona, CAUSE representative, who recently resigned.

### W. Appointment of Nominating Committee for Election of Officers

Chairman Campbell may appoint a Nominating Committee for election of officers of Commission Chair and Vice-Chair for 1998-1999.

## DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

April 16, 1998 - Doubletree Hotel, Redding  
July 16, 1998 - Doubletree Hotel, Costa Mesa  
November 5, 1998 - Piccadilly Inn, Fresno  
January 21, 1999 - To Be Determined

**NOTE: Commission will meet in closed session upon adjournment to review personnel issues**

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1801 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083**COMMISSION MEETING MINUTES**

November 6, 1997

Mission Inn  
Riverside, CA

The Commission meeting was called to order at 10:10 a.m. by Chair Jody Hall-Esser.

Chair Hall-Esser led the flag salute.

**MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY**

The Commission held a moment of silence in honor of the following officers who have lost their lives while serving the public:

- o Deputy Jeffrey S. Isaac, Fresno County Sheriff's Department
- o Officer Emily Morgenroth, Sacramento Police Department
- o Deputy Michael Hoenig, Los Angeles County Sheriff's Department
- o Deputy Shayne D. York, Los Angeles County Sheriff's Department

**WELCOMING NEW COMMISSIONER**

Charles S. Brobeck was welcomed as a new Commissioner. He has served as Chief of Police for the City of Irvine since 1991. Commissioner Brobeck has been actively involved in the training and development of law enforcement personnel at all levels. He represented the California Police Chiefs' Association on the POST Advisory Committee since 1990 and served as its Chairman in 1994.

Commissioner Brobeck fills the unexpired term of former Commissioner Manuel Ortega. His term will expire in September 1998.

**ROLL CALL OF COMMISSION MEMBERS**

A calling of the roll indicated a quorum was present.

**Commissioners Present:**

David C. Anderson  
Charles Brobeck  
Collene Campbell  
Michael T. Carre  
Philip del Campo, Ph.D.

Jody Hall-Esser  
Bud Hawkins, Attorney General Representative  
Ted Hunt  
Thomas J. Knutson, Ph.D.  
William B. Kolender  
Ronald E. Lowenberg  
Jan Scully  
Rick TerBorch

Commissioner Absent:

Sherman Block

POST Advisory Committee Members Present:

Norman Cleaver, Chairman  
Charles Brobeck  
Charles Byrd  
Jay Clark  
Derald D. Hunt  
Woody Williams

Staff Present:

Kenneth J. O'Brien, Executive Director  
Glen Fine, Assistant Executive Director  
Mike DiMiceli, Assistant Executive Director  
Hal Snow, Assistant Executive Director  
Alan Deal, Bureau Chief, Standards and Evaluation  
Jack Garner, Bureau Chief, Management Counseling  
Paul Harmon, Senior Law Enforcement Consultant, Management Counseling  
Everitt Johnson, Bureau Chief, Information Services  
Bud Lewallen, Executive/Legislative Liaison  
Kate Singer, Special Consultant, POST Management Fellowship Program  
John Weiner, Personnel Selection Consultant, Standards and Evaluation  
Kenneth Whitman, Bureau Chief, Basic Training Bureau  
Frederick Williams, Bureau Chief, Administrative Services  
Vera Roff, Secretary

Visitors Present:

Barbara Arenaza, Los Angeles Police Department, Newton  
Cathern Balzum, Oceanside Police Department  
Frank Barren, Corona Police Department  
Sandra Bell, Los Angeles County Sheriff's Department

Sharon Bennett, Los Angeles Police Department  
Michael Blakely, Riverside County Sheriff's Department  
John Boyd, Riverside County Sheriff's Department  
Julie Cable, Corona Police Department  
Daniel Calleros, Vernon Police Department  
Sergio Camacho, Bell Police Department  
Judi Carlson, Lieutenant, Los Angeles County Sheriff's Department  
John Carpenter, Riverside Police Department  
David Coleman, Los Angeles County Sheriff's Department  
Jeff Collopy, Riverside Police Department  
Steve Craig, Peace Officers' Research Association of California  
Dave Dominguez, Riverside Police Department  
Mike Donley, Montclair Police Department  
Bob Doyle, Riverside County Sheriff's Department  
Faith Dunne, Riverside County Sheriff's Department  
Ron Dye, Riverside County Sheriff's Department  
Don Eichman, CDF  
Guy Eisenberg, Montclair Police Department  
Gloria Fisher, San Bernardino  
Steve Fuller, Riverside County Sheriff's Department  
Debbie Gaston, Los Angeles Police Department  
Susan George, Los Angeles Police Department, North Hollywood Division  
Eddie Gilbert, San Diego State University Police Department  
Aggie Goodacre, Riverside County Sheriff's Department  
Janet Griffiths, Los Angeles Police Department, West Valley Division  
Ken Hart, Baldwin Park Police Department  
Ed Hendry, Orange County Sheriff's Department  
Stan Henry, Chief, Cathedral City Police Department  
Joseph Hibbs, Los Angeles County Safety Police  
Ed Hitchcock, Los Angeles County Sheriff's Department  
Yvonne Jackson, Los Angeles County Sheriff's Department  
Hermi James, Barstow Police Department  
Judy Julian, Pomona Police Department  
Karen Kelly, Riverside County District Attorney  
Greg Kyritsis, San Bernardino County Sheriff's Department  
Bob Lindsey, Los Angeles County Sheriff's Department  
Rich Madory, Corona Police Department  
Mike Maynard, Fullerton Police Department  
Darrell McGehee, Claremont Police Department  
Chris Miller, Los Angeles County Sheriff's Department  
Anthony Miranda, Bell Police Department  
Dennis Mobley, San Bernardino County Superintendent of Schools  
John Moilan, Piedmont Police Department  
Carolyn Ortiz, Attorney General's Office  
I. F. Patino, Rio Hondo Community College, CADA/CAAJE

Jacqueline Pradia, Los Angeles County Safety Police  
Art Ramirez, Riverside County Sheriff's Department  
Vicky Randolph, Pasadena Police Department  
Ted Romas, Irvine Valley College  
Ron Rowell, Fullerton Police Department  
Phil Russon, Corona Police Department  
Elaine Sanchez, Riverside District Attorney's Office  
Samuel Sanders, Los Angeles County District Attorney  
Gilbert Sandoval, Los Angeles School Police Department  
Helen Segletes, La Habra Police Department  
Karen Sims, Los Angeles Police Department, SOE  
Darla Singerton, Riverside County Sheriff's Department  
Felice Tanenbaum, Senator Theresa Hughes' Office, Principal Consultant, Senate Select  
Committee on School Safety  
Randy Throme, Riverside County Sheriff's Department  
Roselynn Vinson, Riverside County Sheriff's Department  
Ramona Vogel, Los Angeles Police Department  
Chris Wsetske, Montclair Police Department  
Bob Wylie, San Diego Police Department  
Gary Yoshonis, San Diego Police Department

#### APPROVAL OF MINUTES

- A. MOTION - Campbell, second - del Campo, carried unanimously to approve the minutes of the July 17, 1997 regular Commission meeting held at the Hyatt Regency in Irvine and the minutes of the October 3, 1997 special Commission meeting held at the Hyatt Hotel in Irvine.

#### CONSENT CALENDAR

- B. MOTION - Lowenberg, second - TerBorch, carried unanimously to approve the following Consent Calendar:
- B.1 Receiving Course Certification Report
  - B.2 Receiving Financial Report - First Quarter FY 1997/98
  - B.3 Receiving Information on New Entry Into the POST Regular (Reimbursable) Program
  - B.4 Receiving Information on Withdrawal from POST Specialized (Non-Reimbursable) Program
  - B.5 Receiving Information on Withdrawals from POST Program
  - B.6 Receiving Information on New Entry Into the Public Safety Dispatcher Program

- B.7 Approving Resolution Commending Former Bureau Chief John G. Berner, Ph.D.
- B.8 Approving Resolution Commending Joe Sandoval, Retiring Secretary of the Youth and Correctional Agency
- B.9 Approving Resolution Commending Stanley L. Knee, Retiring Chief of the Garden Grove Police Department
- B.10 Approving Resolution Commending James Anthony, Retiring Chief of the Glendale Police Department
- B.11 Affirming Commission Policy Set by Action at October 3, 1997 Special Commission Meeting

### **STRATEGIC PLAN**

#### **C. Report on Strategic Implementation Plan Progress**

Commissioner TerBorch, Chairman of the Committee on Strategic Plan Implementation, reported that the Committee met on September 23, 1997 to review the final draft of the POST Strategic Implementation Plan. Input received from constituents at the Stakeholders' Workshop and from CSPI members has been incorporated into the final document. The plan is considered a "living document" and will be subject to periodic revisions and updates.

Quarterly updates on strategic plan program progress will be prepared and distributed to the Commission.

MOTION - TerBorch, second - del Campo, carried unanimously to approve the Strategic Implementation Plan.

### **PUBLIC HEARING**

The purpose of the public hearing was to receive testimony in regard to proposed amendments to Commission Regulations and Procedures. The hearing was divided into three parts.

- o Part I pertained to a proposal to establish a mandatory Field Training Program.
- o Part II pertained to proposed changes to Regulations Section 1015 to authorize a back-fill reimbursement program.
- o Part III pertained to proposed changes to Commission Regulations to establish a voluntary Records Supervisor Certificate program.

The public hearing was held in compliance with requirements set forth in the Administrative Procedures Act to provide public input on the proposed regulatory actions.

D. Receiving Testimony on Proposal to Establish a Mandatory Field Training Program

It was proposed that the Commission adopt regulations mandating that regular officers complete a minimum ten-week field training program before being allowed to perform patrol officer duties without immediate supervision. Agencies employing regular officers would be required to obtain POST approval of their field training programs. Their programs would have to meet certain described criteria including minimum qualifications for Field Training Officers (FTOs). FTOs would be required to complete the 40-hour Field Training Officer Course before providing field training for new officers.

Proposed regulations would exempt officers while assigned to custodial work. Deputy sheriffs assigned to jail duty following Basic Course completion would, therefore, not be required to enter a field training program until they were assigned to patrol.

A waiver provision was also proposed to accommodate any agency that may be unable to comply with the program provisions due to either financial hardship or lack of availability of personnel who could qualify to serve as FTOs.

The Executive Director presented a summary of written commentary received from the following:

**James C. Lombardi**, President, California Reserve Peace Officers' Association, wrote that the FTO program training objectives should not be redundant to basic course requirements. He also recommended that the exemption for lateral entrants be amended to provide an exemption for a lateral entry officer who has already successfully completed the Regular Basic Course and who has at least 250 hours of patrol experience.

POST's response to **Mr. Lombardi** was that it is the intention that field training is not merely to repeat the performance objectives of the Regular Basic Course, but to build upon them. The Field Training Program provides the practical setting in which to further, develop, enhance, and demonstrate skills and knowledge acquired during the academy.

The response to his recommendation to amend the text relating to exemptions for lateral entrants stated that the proposed text was developed as a result of many meetings and that participants and staff concurred that this exemption should require that the lateral be POST certificated to ensure a minimum of 12 months of law enforcement experience. Some of that previous experience must be in patrol or general law enforcement. This criteria would ensure working experience similar to the training experience obtained in the Field Training Program. Also, by requiring a POST certificate liability is lessened because a POST certificate requires the individual to have successfully completed

probation. Mr. Lombardi's suggestion of 250 hours, we believe, would be insufficient and would only equate to approximately six weeks experience.

**Karl Knobelauch**, Undersheriff, Amador County Sheriff's Department, wrote on behalf of Sheriff Michael F. Prizmich, stating that in general concept the department is in favor of the proposal. However, they disagree with POST's declaration that there is no financial impact on local agencies. He states that there could be a substantial impact to local entities in drafting, creating, submitting for approval and implementing the field training program plans that are required by the proposed regulations. He requested all and any information relative to the Declaration of Negative Impact.

POST's response to **Undersheriff Knobelauch's** concerns was that the Commission has declared that there is no financial impact from these proposed regulations upon local agencies or school districts due to the fact that participation in POST programs is voluntary. Consequently, there are no costs or mandates for which reimbursement is required pursuant to Government Code Section 17561. As defined in Government Code section 17514, "costs mandated by the state" means any increased costs which a local agency or school district is required to incur after July 1, 1980, as a result of any statute enacted on or after January 1, 1975, or any executive order implementing any statute enacted on or after January 1, 1975, which mandates a new program or higher level of service of an existing program within the meaning of Section 6 of Article XIII B of the California Constitution. The Field Training Program proposal is not a result of a statute or an executive order.

POST is sensitive to potential financial impacts of its regulation changes. However, we believe the proposed field training mandate will have negligible impact because most agencies already have field training. POST is also including an exemption provision allowing agencies to request exemption for financial hardship. POST is also contemplating the use of traveling road shows to present the Field Training Officer Course to more isolated areas of the state.

**Glen Craig**, Sheriff, Sacramento County Sheriff's Department, wrote for clarification of the intent of the proposal asking if its intent is limited in scope to permanent solo-patrol assignments and would not affect either Narcotic/Gang Suppression or Off-Duty Programs.

POST's response to **Sheriff Craig's** concerns was that the proposed program is intended to apply only to solo-patrol assignments. Our final proposed regulatory language will read "before being assigned to perform general law enforcement patrol duties." This language is consistent with the Field Training Program's overall orientation -- the patrol officer's job. As such, the requirement would not apply to those assigned to specialized functions. As proposed, however, this

requirement would apply to solo-patrol assignments whether permanent or temporary.

**Captain Don Johnson**, Police Services Division, Sunnyvale Department of Public Safety, wrote that they support the proposal but are concerned about a few issues. The first issue he addressed, was that he believes section D-13-3(b)(1) is vague. He gives an example of how their 480 hours of training is distributed (10-hours shifts) and asks whether they would be in compliance with the ten week requirement. It was implied that the section was vague because it addresses weeks but not hours.

The second issue addressed the proposed language in D-13-3(b)(7) which reads in part: "A field training officer shall have . . . (4) a supervisor's nomination based upon the officer's desire to be a field training officer and their ability to be a positive role model." Captain Johnson states that they agree with the intent of the provision, but believe that the language (to require each prospective applicant to solicit a supervisor's nomination) is inherently unnecessary and potentially limiting. They recommend consideration of the following: (1) less compulsory language, (2) omitting the requirement altogether, or (3) amending the language to state "based upon an agency specific selection process which may include contact with the applicant's supervisor."

The third issue addressed was the Field Training Officer's Update Course. They agree that there is a need for ongoing professional development, but believe that some economic relief to the agencies would be in order. Captain Johnson asks, "How frequently must this training be provided?"

POST's response to **Captain Johnson's** concerns was that proposed Regulation 13-3 (b)(1) should be interpreted to mean ten weeks regardless of the number of hours in a shift. It is our belief that a minimum of ten weeks exposure to this type of program is necessary and this period of time allows for no less than 32 evaluations to be accomplished, as described in the *Field Training Program Guide*.

In response to Captain Johnson's second issue, POST responded that although their agency may have a good selection process, there are some agencies that do not have any. If their agency's process includes a memo or application submitted through the chain of command, that would be sufficient. The proposed requirement is needed to draw attention to the criticality of Field Training Officer selection, yet affords some degree of flexibility.

In response to the concern that there should be some economic relief for the mandated Field Training Officer's Update Course, staff responded that Commission Procedure 13-7 does not mandate this training but merely provides a description of the hours and curriculum required for presentation.

**Steven Kennedy**, President, Tulare County Deputy Sheriff's Association wrote that the Association is in support of the proposal. He further stated that they are opposed to the exemption for financial or lack of personnel reasons because by allowing these exemptions they believe that the new officer is at risk for financial reasons and this is a serious officer safety issue that is unacceptable.

POST's response to **Mr. Kennedy's** concerns was that any new mandate of this magnitude must allow exemptions in its start-up phase so that there is no undue hardship placed on small or financially burdened agencies in the POST program. By beginning this new Field Training Program mandate with exemptions, it will provide POST with some data to review and analyze, when these requirements are assessed again in the future. It is POST's hope that every agency will try to comply, but until this new mandate is tested, we must allow exemptions.

After the summary of the written commentary, the Chair invited testimony from those opposed to the proposal.

**Stan Henry**, Chief, Cathedral City Police Department, representing the Coachella Valley Chiefs of Police, spoke in support of the concept but opposed mandating the program due to the financial hardship on cities in the future if POST moves the practical training from the academy into the field training program.

Staff responded that participating in the POST program is voluntary. Most agencies currently have a field training program. This proposal will encourage practice in the mandated areas and is a natural extension of what has been learned in the academy. There are no plans to move practical training from the academy to the FTO course at this time or in the immediate future.

The Chair invited testimony from those in support of the proposal.

**Steve Craig**, President, Peace Officers' Research Association of California, spoke in favor of the proposal. He pledged full support of the program and stated that the proposal is a needed and necessary program which should prove very valuable.

The Advisory Committee reviewed this item at its November 5, 1997 meeting and, following considerable discussion, supported the proposal in concept.

There being no further testimony, Part I of the public hearing was closed.

The Commission expressed appreciation to staff and Special Consultant Kate Singer for the outstanding work done in the development of this proposal.

Following discussion, the following action was taken:

MOTION: Lowenberg - second, Brobeck, carried unanimously to approve the proposed changes to regulations relating to the field training program, effective January 1, 1999, subject to approval by the Office of Administrative Law.

## PART II OF THE PUBLIC HEARING

### E. Receiving Testimony on Proposed Changes to Regulations Section 1015 to Authorize a Back-fill Reimbursement Program

Senate Bill 350, which was signed into law on April 24, 1997, implements the federal law STOP (Services-Training-Officers-Prosecutors) Violence Against women formula grant program. The law appropriates \$11,453,000 from the Federal Trust Fund for allocation to law enforcement, prosecution, victim services, and other programs. Of the \$11,453,000, POST will receive \$2,196,834 for the following purposes:

- (1) \$300,000 to continue the development of three interactive telecourse training sessions addressing violence against women;
- (2) \$1,425,210 for the support of the POST-certified domestic violence component of the Institute of Criminal Investigation specialty courses, and also first responder training;
- (3) \$471,624 for additional support of #2.

It is anticipated that over 4,000 officers will attend training courses presented under this program. To enable law enforcement agencies to give high priority to this training, it was proposed that Regulation 1015 be amended to provide for reimbursement for trainee back-fill (replacement) costs, utilizing federal funds. This form of reimbursement will serve to compensate an eligible agency that must pay overtime to peace officer employee(s) in order to maintain an acceptable level of service while personnel are engaged in POST-certified training. While the introduction of the back-fill concept is based on the receipt of federal funds, the proposed amendments would establish the basis for back-fill reimbursement associated with other certified training. Currently, however, there are no available funds to support the back-fill reimbursement program beyond the federal funds.

The Executive Director presented a summarization of written testimony received from the following:

**D. E. Braunton**, Chief of Police, Capitola Police Department wrote in support of the proposal. He urges the Commission to put the structure in place enabling California agencies to access the funds.

**Michael J. Donnelly**, Chief of Police, Mammoth Lake Police Department, wrote in support of the proposal. He stated that the ever increasing necessity for additional training will continue to eat away at their ability to pay for officers on the street.

**Randall W. Gaston**, Chief of Police, Anaheim Police Department wrote that he endorses the proposed amendments to Regulation 1015.

POST's response to **Chief Braunton, Chief Donnelly, and Chief Gaston** (all of whom supported the proposal) was to thank them for their support.

**Brad Gates**, Sheriff-Coroner, Orange County Sheriff's Department wrote that he urged the Commission to consider reinstating basic recruit salary reimbursement before considering back-fill reimbursement for Continued Professional Training.

The response to **Sheriff Brad Gates'** request was that the recommendation would not be considered because it is outside the scope of the proposal.

**Robert S. Chalk**, Chief of Police, Clearlake Police Department, stated that his support for this proposal extends only to the use of federal funds. He does not support any reduction of POST-allocated funds for this purpose where it takes away from standard POST reimbursement for training.

The response to **Chief Chalk** was that his concerns would be conveyed to the Commission.

**Patrick E. McKinley**, Chief of Police, Fullerton Police Department wrote that he is in opposition to the proposed amendment. He stated that he thinks that the limited POST funds that are available should be spent on actual training costs, not on providing replacement personnel for those being trained. He also states that he is concerned that "back-fill" payments do not achieve what the federal funding was intended for and opens the door for similar application of our limited POST funds in the future. He has scheduled Captain Ron Rowell to speak at the public hearing.

The response to **Chief McKinley's** concerns was that his opposition would be conveyed to the Commission.

After the summary of the written commentary, the Chair invited testimony from those in favor of the proposal.

**Ron Rowell**, Captain, Fullerton Police Department, spoke in opposition to the proposal and reiterated the concerns expressed in Chief McKinley's letter.

Staff responded that it is believed that providing the back-fill incentive would encourage much more participation on an ongoing basis for training in the area of domestic violence.

There being no further testimony, Part II of the public hearing was closed.

After discussion, the following action was taken:

MOTION - TerBorch - second, Kolender, carried unanimously to approve the proposed changes to Regulation 1015, enabling the establishment of a back-fill reimbursement program. The change to be effective February 1, 1998, subject to approval by the Office of Administrative Law.

### PART III OF THE PUBLIC HEARING

#### F. Receiving Testimony on Proposed Changes to Commission Regulations to Establish a Voluntary Records Supervisor Certificate Program

Penal Code Section 13510.3 requires that the Commission establish, by December 31, 1997, a voluntary professional certificate program for law enforcement records supervisors who have primary responsibility for providing records supervising services for local law enforcement agencies. The certificate is to be based upon standards related to the education, training and experience of law enforcement records supervisors and shall serve to foster professionalism and recognition of achievement and competency.

Creation of the Records Supervisor Certificate Program requires the following proposals to add language or sections to existing Regulations and Procedures:

- o Add subsection (y), Regulation 1001, which is a definition of the term *records supervisor*;
- o Addition to Regulation 1003 to require that appointments/terminations of records supervisors be reported to POST;
- o Add Section (k) to Commission Regulation 1005 to establish criteria for eligibility for the certificate;
- o Addition of Section F-6 to Commission Procedures to establish eligibility requirements for award of a Records Supervisor Certificate; and
- o Other non-substantive changes to assure conformity among existing regulations.

Following the staff report, the Executive Director presented a summary of written commentary received from the following:

**Brad Gates**, Sheriff-Coroner, Orange County Sheriff's Department, wrote in support of the proposal. He stated the proposed eligibility requirements and training standards are

adequate and reasonable. He also stated that the voluntary certificate program would not create a hardship for any agency.

**David L. Snowden**, Chief of Police, Costa Mesa Police Department, wrote in support of the proposal. He stated that in his view this type of certification and training is essential in order to establish and maintain the same high standards for civilian employees that we expect of our sworn personnel.

POST's response to **Sheriff Gates** and **Chief Snowden** was to thank them for their support.

After a summary of written commentary, the Chair invited oral testimony from those present.

**Ramona Vogel**, Los Angeles Police Department, President of Southern Chapter of CLEARs, expressed appreciation to staff and members of CLEARs for their cooperation and efforts in establishing standardized guidelines for education and training for the Records Manager professional. She stated the program will enable an effective networking among agencies in working toward the most effective and efficient method of supporting field and technical sources in local law enforcement agencies throughout the state.

There being no further testimony, Part III of the public hearing was closed, and the following action was taken.

MOTION - TerBorch, second - Brobeck, carried unanimously to approve the proposed changes to Regulations and Procedures as described. The change to be effective January 1, 1998 subject to approval by the Office of Administrative Law.

## **STANDARDS AND COMPETENCY**

### **G. Report and Recommendation to Approve the POST Field Training Program Guide**

The Field Training Program Guide, first developed in 1979, has been recently revised, updated, and standardized to meet contemporary needs in law enforcement training.

The revised Field Training Program Guide is an accumulation of the best aspects of existing field training programs nationwide. Implementation of the Commission's Strategic Plan goal of integrating mandatory, standardized field training and the basic academy to constitute "basic training" will be enhanced by the use/modeling of this updated and revised POST Field Training Guide.

After discussion, the following action was taken:

MOTION - Scully, second - Knutson, carried unanimously to approve the Field Training Program Guide and to authorize the Executive Director to distribute the guide to the field.

H. Report to the Legislature on Professional Standards for School Peace Officers and Security Personnel

On July 27, 1997 Senate Bill 366 was passed and signed into law enacting Penal Code Section 13510.6 which requires the Commission to review minimum training and selection standards for peace officers and security officers who are employed by a school district. The Commission is required to reports its findings and recommendations to the Legislature by January 1, 1998.

POST staff convened a meeting in August 1997 with a diverse group of subject matter experts to provide input on some tentatively developed recommendations to upgrade the professional standards of school police and security officers. Based upon review and input from committee representatives, staff has prepared a *Report to the Legislature on School Safety and Professional Standards for School Peace Officers/Safety Personnel* which incorporates the following recommendations:

1. Require newly appointed school police officers to satisfy the training requirements of the Regular Basic Course (P.C. 832.3).
2. Obtain legislation to replace the term school peace officer referred in P.C. 830.32 to school police officer to reflect the definition and description approved and used most often by the school peace officer community.
3. Make available an optional school police course to meet the unique training needs of the school environment.
4. Revise P.C. 832.2 to require a training course for all school security and reserve officers employed after the effective date of corrective legislation.
5. That Consumer Affairs Department, Bureau of Security and Investigative Services, in consultation with POST, be given responsibility for establishing the proposed school security officer training requirements of P.C. 832.2.
6. School security officers should be subject to the same criminal records checks as peace officers.

There was a question raised about whether the training requirements should apply to those already employed school peace officers. The Chair directed staff to conduct further study on this issue and report back to the Commission with recommendations.

There was discussion concerning appropriate criminal history clearance for any security guard employed by a private firm contracting to provide security services to a school district. It was suggested that a letter be sent to the Consumer Affairs Department, which has responsibility for security officers, advising them of the Commission's concerns in this regard.

MOTION - Kolender, second - Knutson, carried unanimously that staff be directed to address a letter be sent to the Consumer Affairs Department informing them of the Commission's concern regarding criminal background investigations for all security officers who may be assigned to school security duties.

Felice Tanenbaum, Senator Theresa Hughes, Principal Consultant, Senate Select Committee on School Safety, advised the Commission that the Senator is in full agreement with the concerns expressed by the Commission and will continue to work to upgrade professional standards for school police and security officers. Ms. Tanenbaum also expressed appreciation to POST staff for development of the report to the Legislature on this subject.

MOTION - Kolender, second - Anderson, carried unanimously to approve the described report for transmittal to the Legislature.

I. Approval of Resource Document for Psychological Screening for Dispatchers

A resource publication has been developed by Standards and Evaluation Bureau to assist law enforcement agencies that voluntarily use psychological evaluations in hiring public safety dispatchers. The publication is intended to be used as an informational document and not provide mandatory assessment requirements.

MOTION - Scully, second - Brobeck, carried unanimously to approve the distribution of the document to agencies upon request.

J. Approval of Contract to Develop Hearing Screening Guidelines

A revised *POST Medical Screening Manual*, first issued in January 1993, has provided guidance in the conduct of medical screening examinations that is consistent with advancements and changes occurring both medically and legally. The manual is complete save for the inclusion of hearing screening guidelines. The creation of new hearing screening guidelines has been delayed, in large part, in anticipation of promising, newly-emerging advances in hearing assessment technology.

Staff requested permission to develop a contract following a Request for Proposal (RFP) process to create new POST hearing screening guidelines for entry-level patrol officers. The project is expected to require 10-12 months to complete, at an estimated cost of \$38,000.

MOTION - Hunt, second - Carre, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract for the development of hearing screening guidelines at a cost not to exceed \$38,000.

## PARTNERSHIPS

### K. Advisory Committee

Norman Cleaver, Chairman of the POST Advisory Committee, reported the Committee met on November 5, 1997 in Riverside. The following items were addressed:

- o Leisha Lekawa was welcomed as a new member. She will represent the Womens Peace Officers' Association on the Advisory Committee.
- o Congratulations were extended to Charles Brobeck, who formerly served as an Advisory Committee member, on his appointment as a Commissioner.
- o The selection process for the 1996 Governor's Award for Excellence in Law Enforcement Training will be held on January 20, 1998 in Newport Beach.
- o Woody Williams was elected Chairman and Charles Byrd was elected Vice-Chairman of the Advisory Committee for the coming year.
- o The Committee reviewed Commission Policy B.7(e) regarding members unexcused absence of two consecutive meetings. There is currently a member who has missed more than two. The Committee requested that the Commission take the appropriate action as outlined in the policy.

There was concurrence that a letter be directed to the individual involved.

- o The Committee reviewed and recommended approval of the video developed by the California Law Enforcement Image Coalition.

Joe Flannagan, Chairman of the Coalition, presented the video to the Commission. The video is intended for distribution to chiefs, sheriffs, and major labor organizations for the purpose of identifying specific issues and perceptions relating to the image of law enforcement. The Coalition will meet on December 3 to develop a survey to accompany the video. A progress report, including proposed funding, will be presented to the Finance Committee in January.

MOTION: Lowenberg, second - del Campo, carried unanimously to accept the report.

## RESOURCES

L. Approval of Contract with Los Angeles County Sheriff's Department for Driver Training Scenarios

Many of the existing scenarios used in the driving simulators need to be updated, and new scenarios will be required to take advantage of improvements that the simulator manufacturer will be making. These scenarios will be given to all of the sites in California that have driving simulators. The scenario developer will work half-time (1000 hours) on an hourly basis (\$33 per hour). The total cost for one year will not exceed \$33,000.

The Finance Committee reviewed this proposal at its November 5 meeting and recommended approval.

MOTION - del Campo, second - Kolender, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with the Los Angeles County Sheriff's Department to develop driver training scenarios at a cost not to exceed \$33,000.

M. Approval of Contract with Public Entity to Produce Video Scenarios for Use in FTO Courses

The Commission has certified the presentation of the 40-hour Field Training Officer Course by a variety of presenters statewide. The course is currently undergoing updating and revision to the curriculum that will be completed in January 1998.

It was proposed that POST contract with a law enforcement agency with video production capabilities or another public entity to produce a series of ten video-based scenarios that would be used in the Field Training Officer Program, or in agency-specific updates, to give field training officers experience in evaluating peace officer trainees in a controlled environment.

The Finance Committee reviewed this proposal at its November 5 meeting and recommended approval.

MOTION - TerBorch, second - Brobeck, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with a public entity to develop the Field Training Officer Course series of video-based scenarios at a cost not to exceed \$75,000.

N. Approval of Contract for an IVD Training Coordinator

There is a need to conduct regional workshops for IVD training managers in the agencies. In the past, the coordination was performed by POST staff, but it will be more efficient to

contract with an individual who would perform these tasks. In addition to coordinating up to 50 workshops, the person selected would also be the lead workshop facilitator. The contract, which would be awarded following a competitive bid process, would not exceed \$20,000.

The Finance Committee reviewed this proposal at its November 5 meeting and recommended approval.

MOTION - TerBorch, second - Carre, carried unanimously by ROLL CALL VOTE to contract for a workshop facilitator, as described, at a cost not to exceed \$20,000.

O. Approval of Contract with San Diego Regional Training Center for Staff Team Building Workshops

*Beyond 2000: Making a Bold Adjustment*, which was the foundation document for POST's Strategic Plan, recommended POST address some organizational needs, including improving internal communications, conducting capability assessments, and staff development. The POST Management Team recently conducted a team building workshop in which the need was identified for all POST staff to participate in team building. POST is undergoing rapid change and its staff faces exceptional challenges to implement the Strategic Plan.

It was recommended POST contract with the San Diego Regional Training Center to secure services of a facilitator to conduct team building for POST staff at a cost not to exceed \$30,240.

The Finance Committee reviewed this proposal at its November 5 meeting and recommended approval.

MOTION - Hawkins, second - TerBorch, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with San Diego Regional Training Center for consultant services in an amount not to exceed \$30,240.

P. Report of the Finance Committee

Commissioner TerBorch, Chairman of the Finance Committee, reported the Committee met on November 5, 1997 in Riverside.

In addition to items previously addressed on the agenda, the Committee addressed the following.

1. The Committee reviewed the first quarter financial report and noted that the volume of training and reimbursement are appreciably higher than the same period last year. Revenue for three months is also somewhat higher than

projected. The Committee will review the fund status, as well as new expenditure options, at its January 1998 meeting.

2. A status report on BCP's submitted to the Department of Finance indicates tentative approval of three of four positions requested to implement a clearinghouse and improve the POST computer system as called for in the Strategic Plan. Staff is continuing discussion with the administration about POST's need for increased revenue.
3. The Committee discussed the appeal by the Alameda County Chiefs' and Sheriff's Association relating to restricting lodging reimbursement to training courses presented more than 25 miles from the work site. Following discussion, the Committee recommended that the Commission rescind the policy for a one-year period during which staff will audit and modify reimbursement forms, if necessary.

MOTION - TerBorch, second - Lowenberg, carried unanimously to approve the recommendation of the Finance Committee rescinding the 25-mile policy for a one-year period.

4. The Committee received a report on a proposal that the Commission authorize POST funding, not to exceed \$572,000, for purchase of driver training simulator systems for installation at sites in Siskiyou County and the City of Redding. The Committee recommended Commission approval of this proposal.

MOTION - TerBorch, second - Hunt, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with the City of Redding and the County of Siskiyou for an amount not to exceed \$572,000 (\$286,000 for each site) for purchase of driver training simulator systems.

5. At its July 1997 meeting, the Commission directed staff to seek alternative funding sources for copying and distribution of the Victims of Violence video tape. Staff reported that the state OCJP has committed \$10,000 to fund a pilot evaluation project. Following discussion, there was consensus that a higher level of funding is necessary to enable widespread distribution of the video.

The Committee recommended the Commission authorize expenditure of \$190,000 POST funds to augment the \$10,000 offered by OCPJ for this purpose.

After discussion, the following action was taken:

MOTION: TerBorch, second - Knutson, carried unanimously by ROLL CALL VOTE to authorize the Executive Director, following an appropriate vendor process, to enter into a contract for an amount not to exceed \$200,000 (including

OCJP's \$10,000) for the purpose of copying and distributing the Victims of Violence video tape.

6. As directed by the Commission, staff presented a report on reimbursement of training for civilian employees. Following discussion, there was consensus that POST's current policies concerning reimbursement for civilian employees be maintained.
7. Staff presented a proposal for employment of a special consultant (POST Management Fellowship Program) to temporarily fill a vacant position in POST's Basic Training Bureau. If approved, an individual would be selected for a seven-month period from December 1, 1997 to June 30, 1998. The Committee recommends the Commission authorize expenditure for this purpose in an amount not to exceed \$70,000.

MOTION: TerBorch, second - Hunt, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with a law enforcement agency for employment of a special consultant in an amount not to exceed \$70,000.

### **LONG RANGE PLANNING**

#### **Q. Report of Long Range Planning Committee**

Chairman Hall-Esser, who also serves as Chairman of the Long Range Planning Committee, reported the Committee met on November 5, 1997 in Riverside.

In addition to items previously addressed on the agenda, the Committee addressed the following.

1. The Committee received a presentation on POST's interactive multimedia training program. Technology is evolving in a way that will soon antique hardware currently used by law enforcement agencies to utilize POST developed multimedia training courseware. Near future decisions must be made by the Commission concerning future courseware development and funding of replacement of agency equipment. This matter will be before the Commission at its January 1998 meeting.
2. Staff provided an update on the status of legislation intended to create a system of regional skills training centers with state funding. The legislative bill is now a two-year bill. There was consensus that the original committee needs to meet and that POST should facilitate such a meeting.

4. The Committee reviewed and discussed proposed revisions to the Commission's policy manual. The proposed changes included addition of recent new policies and deletion of policies now included in POST regulations. There was discussion of need for staff to develop additional policy proposals for Committee consideration. The Committee recommended the Commission approve the changes for distribution.

MOTION - Anderson, second - Knutson, carried unanimously that the revised policy manual be approved and distributed.

5. The Committee reviewed and discussed a request concerning the use of POST's satellite broadcast network for disaster communications during the upcoming winter when El Nino is expected.

It was proposed that POST enter into an agreement with the State Office of Emergency Services to allow OES access to POST's satellite broadcast network for purposes of conducting a twice daily live broadcast to California law enforcement agencies, fire, CHP, and other agencies during local/regional flood disasters. POST would secure satellite and uplink time at a facility in the Sacramento area where OES is headquartered. POST would be reimbursed by OES for costs incurred. The Committee recommended the Commission approve the concept.

MOTION - Hunt, second - Brobeck, carried unanimously to authorize the Executive Director to enter into a no-cost to POST interagency agreement with the State Office of Emergency Services to allow OES access to POST's satellite broadcast network during emergency situations caused by El Nino.

6. Staff will work with Commissioners to explore the possibility of development of an international exchange program for peace officers in other countries. An update will be provided at the Long Range Planning Committee meeting on December 9, 1997 in Huntington Beach.

## **LEGISLATION**

### **R. Report of the Legislative Review Committee**

Commissioner Kolender, member of the Commission's Legislative Review Committee, reported that the Committee met on November 6, 1997 in Riverside.

1. The Committee reviewed the results of the status of all active and informational bills followed during the 1997 legislative session. This item was for information only and no action was required.

2. The Committee approved the following proposed legislation for 1998:
  - o Modification of P.C. 832.3(b) - To expand the purpose of proficiency testing to also include determining student pass/fail.
  - o Addition of a penal code section for POST to research on an ongoing basis officer-involved shootings and officer deaths
  - o Modification of P.C. 13511.5 - Criminal History Clearance for the Basic Course and P.C. 832 course
  - o Modification of P.C. 13511(b) - Substitute "comparable" for "equivalent" training and provide greater latitude on testing
  - o Introduction of legislation to increase POST revenues
3. The Committee recommended the Commission approve the following policy change:

"The Commission shall review each legislative proposal involving an unfunded training mandate in order to determine merit, need, and impact."
4. The Committee recommended the Commission support the Museum's third-year request for supplemental funding from the General Fund. It was further recommended that the Commission deny the Museum's request to include budget control language that makes eligible all affiliated and non-affiliated students at police academies as well as reserve officers.

MOTION - Hunt, second - Carre, carried unanimously to approve the recommendations of the Legislative Committee.

### **OLD/NEW BUSINESS**

#### **S. Appointment of Advisory Committee Member**

The California Police Chiefs' Association has recommended that Bob Blankenship, Chief, Redding Police Department, be appointed as its representative to the POST Advisory Committee to fill the unexpired term of Charles S. Brobeck. Chief Blankenship's term will expire in September 1999.

MOTION - Brobeck, second - Lowenberg, carried unanimously to appoint Bob Blankenship as the CPOA representative to fill the unexpired term of Charles S. Brobeck on the Advisory Committee.

## **CORRESPONDENCE**

T. Correspondence received of interest to POST was reviewed by the Commission.

MOTION - Carre, second - TerBorch, carried unanimously to receive and file correspondence.

## **ANNOUNCEMENT**

Commissioners were reminded that the annual joint luncheon meeting with the Advisory Committee will be held on Thursday, January 22, 1997 at the Sheraton Hotel in Newport Beach.

## **DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS**

January 22, 1998 - Sheraton Newport - Newport Beach

April 16, 1998 - Doubletree Hotel, Redding

July 16, 1998 - Doubletree Hotel, Costa Mesa

November 5, 1998 - Piccadilly Inn, Fresno

The public session of the Commission meeting was closed at 12:45 P.M. The Commission immediately adjourned to a closed session the purpose of reviewing personnel issues.

**ADJOURNMENT** - 1:20 p.m.

Respectfully submitted,



VERA ROFF  
Secretary

11/18/97

[illegible]

## Course Certification/Decertification Report

**Meeting Date**

January 22, 1998

**Bureau**  
**Training Delivery & Compliance Bureau**

**Reviewed By**  
**Ronald T. Allen, Chief**

**Researched By**  
**Rachel S. Fuentes**

**Executive Director Approval**

**Date of Approval**

**Date of Report**  
**December 12, 1997**

## Purpose

**Financial Impact:** ☐ Yes (See Analysis for details)

☐ Decision Request ☒ Information Only ☐ Status Report

☒ No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

**The following courses have been certified or decertified since the November 6, 1997 Commission meeting:**

**CERTIFIED**

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	Special Weapons & Tactics	San Jose P.D.	Technical	IV	\$ 19,440
2.	CCI-Headlamp Examination	Calif. Crim. Inst.	Technical	IV	2,400
3.	Dispatcher, Public Safety Adv.	South Bay RTC	Technical	IV	113,280
4.	Professional Resource Officer Assistance Civil Trials	Los Angeles P.D.	Technical	IV	2,850
5.	Firearms Instructor Update	Sacramento DA's Ofc	Technical	IV	-0-
6.	Firearms/Tactical Handgun	Yuba College	Technical	IV	1,995
7.	Firearms/Ofc. Survival Shooting	Yuba College	Technical	IV	1,120
8.	Firearms Instructor	Alameda Co. S.D.	Technical	IV	41,400
9.	Field Evidence Technician	Southwestern College	Technical	N/A	-0-
10.	Defensive Tactics Instructor	Santa Ana P.D.	Technical	IV	5,000
11.	Hostage Negotiation	FBI, Sacramento	Technical	IV	30,000
12.	Motorcycle Training, Off-Road	San Bernardino S.D.	Technical	IV	5,016

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
13.	Radar Operator	San Diego Harbor P.D.	Technical	IV	\$ 5,500
14.	Special Weapons & Tactics	FBI - Sacramento	Technical	IV	30,000
15.	Traffic Coll.-Vehicle Dynamics	Riverside Co. S.D.	Technical	IV	13,248
16.	Dispatcher, Med. Emergency Public Safety	Beverly Hills P.D.	Technical	IV	192
17.	Firearms/Tactical Rifle	West Covina P.D.	Technical	IV	11,405
18.	Officer Safety/Field Tactics Update	Sacramento P.D.	Technical	IV	1,200
19.	Supv. Leadership Program	South Bay RTC	Technical	N/A	-0-
20.	CCI-DNA-PCR Short Tandem Repeat Analysis & Typing	Calif. Crim. Inst.	Technical	IV	9,600
21.	Firearms/Target Rifle	San Luis Obispo S.D.	Technical	IV	200
22.	Sexual Assault Response Team	Tuolumne Co. S.D.	Technical	IV	8,000
23.	Use of Force Update	Clovis P.D.	Technical	IV	4,400
24.	Bicycle Patrol	Fullerton College	Technical	IV	6,600
25.	Instructor Development	Sacramento P.D.	Technical	IV	480
26.	The World of the 21st Century	South Bay RTC	Supv. Trng.	N/A	-0-
27.	Traffic Coll. - Photography	Riverside Co. S.D.	Technical	IV	2,733
28.	Defensive Tactics Instructor	Riverside Co. S.D.	Technical	IV	14,580
29.	Terrorism, Domestic	San Bernardino S.D.	Technical	IV	5,832
30.	Probation Update	San Bernardino S.D.	Technical	IV	1,512

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
31.	Counterdrug Prevention Inv.	Imperial Co. S.D.	Technical	IV	\$ 5,500
32.	Defensive Tactics Instructor	San Diego Regional Public Safety Center	Technical	IV	33,000
33.	Haz. Materials - First Responder	Orange Co. S.D.	Technical	IV	6,600
34.	Maritime/Master Operators License	San Diego Harbor P.D.	Technical	IV	11,000
35.	Bicycle Patrol	San Bernardino S.D.	Technical	IV	5,645
36.	Canine Agitator	Shasta S.D.	Technical	IV	1,350
37.	Instructor Dev. - Extended Format	Santa Rosa T.C.	Technical	N/A	-0-
38.	Haz. Materials - On Scene Management	Santa Rosa T.C.	Technical	N/A	-0-
39.	Dispatcher Upd, Public Safety	Rocklin P.D.	Technical	IV	760
40.	Officer Update	Orange Co. S.D.	Technical	IV	6,600
41.	Interviewing & Interrogation Techniques	Santa Barbara S.D.	Technical	IV	720
42.	Skills & Knowledge Modular Training	Nevada S.D.	Technical	IV	1,000
43.	Skills & Knowledge Modular Training	Marin Co. S.D.	Technical	IV	-0-
44.	Skills & Knowledge Modular Training	Orange Co. DA's Ofc.	Technical	N/A	-0-
45.	Skills & Knowledge Modular Training	Del Norte Co. S.D.	Technical	IV	-0-
46.	SEMS/Disaster Preparation Management	D-Prep, Inc.	Technical	III	14,000

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
47.	Driver Training Simulator - Instructor	Los Medanos Col.	Technical	IV	\$ 3,320
48.	Special Weapons & Tactics Update	UC, Berkeley P.D.	Technical	IV	9,800
49.	Traffic Coll - Lamp Analysis	Riverside Co. S.D.	Technical	IV	1,008
50.	Traffic Coll. Reconstruction/ Human Factors	Riverside Co. S.D.	Technical	IV	1,701
51.	Mounted Patrol, Update	Orange Co. S.D.	Technical	N/A	-0-
52.	Traffic Coll. Investigation	Modesto P.D.	Technical	IV	-0-
53.	Court & Temporary Holding Facilities	San Joaquin Co. S.D.	Technical	IV	400
54.	Traffic Col. Inv. - Low Speed Impact	Riverside Co. S.D.	Technical	IV	4,860
55.	Spanish for L.E., Part I	Anaheim P.D.	Technical	N/A	-0-
56.	Bicycle Patrol	Ventura Co. CJTC	Technical	IV	498
57.	Dispatcher-Adv, Public Safety	South Bay RTC	Technical	IV	22,400
58.	Problem Oriented Policing	Fresno P.D.	Technical	IV	4,800
59.	Communications Training Officer	State Center RTF	Technical	IV	16,000
60. - 149.	There were 89 additional IVD courses certified as of 12-12-97. To date, 165 IVD certified presenters have been certified and 543 IVD courses certified.				
-	There were no additional Proposition 115 Hearsay Evidence Testimony Course Presenters certified as of 12-12-97. Presentation of this course is generally done using a copy of POST Proposition 115 Video Tape. To date, 294 presenters of Proposition 115 have been certified.				
150.	There was one additional Telecourses certified as of 12-12-97. To date, 394 Telecourse presenters have been certified.				

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
---------------------	------------------	------------------------	---------------------------

None

TOTAL CERTIFIED	<u>59</u>
TOTAL PROPOSITION 115 CERTIFIED	<u>0</u>
TOTAL TELECOURSES CERTIFIED	<u>1</u>
TOTAL IVD COURSES CERTIFIED	<u>89</u>
TOTAL DECERTIFIED	<u>0</u>
TOTAL MODIFICATIONS	<u>62</u>

2,562 Skills & Knowledge Modules certified as of 12-12-97

543 IVD Courses as of 12-12-97

394 Telecourses as of 12-12-97

2,271 Other Courses certified as of 12-12-97

734 Certified Presenters

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Financial Report - Second Quarter 1997/98</b>		Meeting Date <b>January 22, 1998</b>
Bureau <b>Administrative Services Bureau</b>	Reviewed By <i>John</i> <b>Frederick Williams</b>	Researched By <b>Staff</b>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <b>1-12-98</b>	Date of Report <b>January 12, 1998</b>
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

This report provides financial information relative to the local assistance budget through December 31, 1997. Revenue which has accrued to the Peace Officers' Training Fund is shown as are expenditures made from the 1997-98 budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH - This report, shown as Attachment 1, identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through December 31, 1997, we received \$17,876,110. The total is \$1,250,110 more than originally anticipated and is \$962,147 (5%) less than received for the same period last fiscal year. (Note: Revenue was higher last year due to a one time augmentation. )

NUMBER OF REIMBURSED TRAINEES BY CATEGORY - This report, identified as Attachment 2, compares the number of trainees reimbursed this fiscal year with the number reimbursed last year. The 24,681 trainees reimbursed through the second quarter represents an increase of 3,424 (16%) compared to the 21,257 trainees reimbursed during the similar period last fiscal year. (See Attachment 2)

REIMBURSEMENT BY COURSE CATEGORY - These reports compare the reimbursement paid by course category this year with the amount reimbursed last fiscal year. Reimbursements for courses through the second quarter of \$7,512,009 represent a \$941,377 (14%) increase compared to last fiscal year. (see Attachments 3A and 3B)

SUMMARY - Revenue received for the first six months of the fiscal year remains slightly more than anticipated. If this higher level continues, as now seems likely, the Commission could end the fiscal year with approximately \$2 million more than expected. The 6.24% transfer from the Drivers Training Penalty Assessment Fund to the POTF continues the \$2 million funding of the "Tools for Tolerance" training program conducted by the Simon Wiesenthal Center.

Reimbursement levels remain appreciably higher than last year at this time. This is due to trainee per diem increases and an overall higher volume of training. Reimbursements remain well within the Commission's budgeted spending authority.

## COMPARISON OF REVENUE BY MONTH

FISCAL YEARS 1996-97 AND 1997-98

1996-97

1997-98

MONTH	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	OTHER *	TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST
JUL	\$2,949,499	\$418,485	\$3,385,355	\$2,771,000	2,890,628	133,190	22,798	\$3,046,616	109.95%	\$3,046,616	109.95%
AUG	2,383,405	492,252	6,251,815	5,542,000	2,710,784	181,702	32,517 **	\$2,925,003	105.56%	5,971,619	107.75%
SEP	2,623,487	541,853	9,427,647	8,313,000	2,879,325	192,474	19,279	\$3,091,078	111.55%	9,062,697	109.02%
OCT	2,572,472	531,326	12,541,675	11,084,000	2,706,962	180,955	32,059	\$2,919,976	105.38%	11,982,673	108.11%
NOV	2,499,089	516,168	15,574,299	13,855,000	2,346,960	156,889	26,458	\$2,530,307	91.31%	14,512,980	104.75%
DEC	2,699,271	557,515	18,838,257	16,626,000	3,137,888	209,762	15,480	\$3,363,130	121.37%	17,876,110	107.52%
JAN	2,489,548	514,198	22,099,851	19,617,000				\$0	0.00%	17,876,110	91.13%
FEB	2,370,382	489,586	24,983,503	22,388,000				\$0	0.00%	17,876,110	79.85%
MAR	2,364,370	492,475	27,893,161	25,159,000				\$0	0.00%	17,876,110	71.05%
APR	2,601,650	537,630	31,064,231	27,930,000				\$0	0.00%	17,876,110	64.00%
MAY	2,622,515	541,634	34,249,011	30,701,000				\$0	0.00%	17,876,110	58.23%
JUN	2,778,534	573,857	37,997,842	33,692,000				\$0	0.00%	17,876,110	53.06%
TOTAL	\$30,974,222	\$6,206,979	\$37,997,842	\$33,692,000	\$16,672,547	1,054,972	\$148,591	\$17,876,110	53.06%	\$17,876,110	53.06%

\* - Includes \$103,476 from coroner permit fees (per Ch 990/90)

\*\*\*-Per Section 24.10, Budget Act of 1997

COMMISSION ON POST  
NUMBER OF REIMBURSED TRAINEES BY CATEGORY  
DECEMBER

COURSE	1996-97			1997-98		
	Actual Total For Year	Actual July - Dec	% of Total	Projected Total For Year	Actual July - Dec	% of Projection
Basic Course	1,963	1,049	53%	2,000	692	35%
Dispatchers - Basic	370	147	40%	375	104	28%
Advanced Officer Course	2,498	1,117	45%	2,500	1,647	66%
Supervisory Course (Mandated)	651	234	36%	650	225	35%
Management Course (Mandated)	295	132	45%	300	103	34%
Executive Development Course	318	163	51%	320	167	52%
Supervisory Seminars & Courses	3,246	1,510	47%	3,250	1,815	56%
Management Seminars & Courses	1,874	623	33%	1,880	694	37%
Executive Seminars & Courses	493	215	44%	500	282	56%
Tech Skills & Knowledge Course	35,456	15,705	44%	35,460	18,227	51%
Field Management Training	32	18	56%	35	15	43%
Team Building Workshops	590	185	31%	600	281	47%
POST Special Seminars	318	120	38%	320	389	122%
Approved Courses	91	39	43%	90	40	44%
TOTALS	48,195	21,257	44%	48,280	24,681	51%

COMMISSION ON POST  
REIMBURSEMENT BY COURSE CATEGORY

COURSE	Total For Year	1996-97		1997-98	
		Actual July - Dec	Actual December	Actual July - Dec	Actual July - Dec
Basic Course	\$1,884,057	\$1,005,583	\$270,642	\$901,049	
Dispatchers - Basic	262,556	100,586	34,446	101,659	
Advanced Officer Course	146,502	69,777	24,947	100,470	
Supervisory Course (Mandated)	428,675	136,199	41,324	150,949	
Management Course (Mandated)	294,217	124,058	14,172	107,029	
Executive Development Course	248,407	124,013	10,808	134,175	
Supervisory Seminars & Courses	1,249,857	585,015	88,849	599,058	
Management Seminars & Courses	651,878	215,631	74,186	240,043	
Executive Seminars & Courses	184,843	76,620	25,869	95,217	
Tech Skills & Knowledge Course	9,143,888	3,957,932	1,130,929	4,684,219	
Field Management Training	17,675	10,883	0	6,394	
Team Building Workshops	295,257	100,371	31,666	143,318	
POST Special Seminars	89,927	38,318	98,929	138,979	
Approved Courses	12,341	7,554	154	4,153	
Training Aids Technology	254,331	18,092	28,092	105,297	
<b>TOTALS</b>	<b>\$15,164,411</b>	<b>\$6,570,632</b>	<b>\$1,875,013</b>	<b>\$7,512,009</b>	

COMMISSION ON POST  
SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1996-97 Total	1996-97 July - Dec	1997 December	1997-98 July - Dec
Resident Subsistence	\$8,156,648	\$3,503,462	\$1,014,134	\$4,180,525
Commuter Meal Allowance	\$941,878	481,622	\$144,717	\$472,493
Travel	\$2,477,106	1,126,250	\$335,062	\$1,313,139
Tuition	\$3,334,448	1,441,206	\$353,008	\$1,440,556
Training Technology Assistance	\$254,331	18,092	\$28,092	\$105,296
<b>TOTALS</b>	<b>\$15,164,411</b>	<b>\$6,570,632</b>	<b>\$1,875,013</b>	<b>\$7,512,009</b>

**COMMISSION ON POST****FISCAL YEAR 1997-98****(AS OF 12-31-97)**

<b>EXPENDITURE SUMMARY</b>		<b>CONTRACT SUMMARY</b>	
<b>RESOURCES</b>		<b>APPROVED TRAINING CONTRACTS</b>	
Revenue Projection	\$48,303,000	Management Course	325,450
Prior Year Savings and other adj	31,692,000	Executive Training	444,972
Budget Act Revenue Adj (Sec 24.10)	14,611,000	Supervisory Ldrship Inst	540,840
	2,000,000	DOJ Training Center	1,193,380
<b>EXPENDITURES:</b>		Satellite Video Tng	68,000
ADMINISTRATION	\$10,188,000	Case Law Updates	58,000
TRAINING CONTRACTS/LA	\$8,603,828	Telecourse Programs	550,000
Contracts (See list)	7,343,828	Basic Course Prof Exam	65,900
Letters of Agreement	1,100,000	Basic Narcotic, Motorcycle, and DT	769,311
Conf Room Rental	160,000	Master Instructor Program	226,947
		ICI Core Courses	530,000
TRAINING REIMBURSEMENT	\$17,636,781	PC 832 Exam	41,500
Trainees: 55,763		ICI Instructor Update	58,000
Subsistence	9,792,395	Labor/Management Partnership Course	43,440
Commuter meals	1,470,073	Entry level reading/writing	113,800
Travel	2,998,669	Bldg High Perf, Incl Org Div Crs	100,942
Tuition	3,375,644	Driver Training Simulators	1,430,381
MUSEUM OF TOLERANCE	\$2,000,000	Student Work Books (2nd Year)	159,652
Contract	1,556,000	Driver Training Scenarios	33,000
Reimbursements	444,000	ICI Core Homicide Course	56,050
		Hearing Guidelines	38,000
CONT OF FY 96-7 EXPEND AUTHORIZATIONS	\$299,831	Special Consultant - BTB	70,000
1. Satellite Antennas/IVD (\$1,006,700 approved)	200,000	Special Consultant - Res Tng Prog	120,000
2. Replacement IVD Systems	19,831	FTO Scenarios	75,000
3. Encryption (\$580,000 approved)	80,000	IVD Training Coordinator	20,000
		Law Enforcement Enhancement	20,000
		Entry Level Dispatcher Test	113,800
		Miscellaneous Contracts (Actual)	77,463
<b>EXPENDITURES, TOTAL</b>	<b>\$38,728,440</b>	<b>Total</b>	<b>\$7,343,828</b>
<b>RESERVES</b>	<b>\$9,574,560</b>		
Spendable-A	\$2,696,560		
Unavailable-B	\$6,878,000		

A-This is the amount of the reserves that can be spent, bringing the total expenditures to the budgeted amount of \$41,425,000

B-Expenditure of any of this reserve would exceed the authorized level of expenditure per the Governor's Budget

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The Commission on Peace Officer Standards and Training (POST) is responsible for raising the competence level of law enforcement officers in California by establishing minimum selection and training standards, improving management practices and providing financial assistance to local agencies relating to the training of their law enforcement officers.

### SUMMARY OF PROGRAM REQUIREMENTS

	96-97	97-98	98-99	1996-97*	1997-98*	1998-99*
10 Standards .....	22.9	23.4	23.4	\$3,483	\$3,942	\$3,800
20 Training .....	42.3	43.5	44.1	15,414	16,614	15,362
30 Peace Officer Training .....	-	-	-	15,331	20,369	28,590
40.01 Administration .....	48.2	46.8	49.0	3,791	3,848	4,038
40.02 Distributed Administration .....	-	-	-	-3,791	-3,848	-4,038
<b>TOTALS, PROGRAMS</b> .....	<b>113.9</b>	<b>113.7</b>	<b>116.5</b>	<b>\$34,228</b>	<b>\$41,425</b>	<b>\$47,752</b>
0268 Peace Officers' Training Fund .....				34,215	41,425	47,752
0995 Reimbursements .....				13	-	-

### 10 STANDARDS

#### Program Objectives Statement

The standards program establishes job-related selection standards for peace officers and dispatchers. It also provides management consultation to local agencies. Activities include development of examinations and counseling local law enforcement agencies on ways to improve management practices.

Applied research is conducted in the areas of peace officer selection and training, operational procedures and program evaluation in order to meet statutory requirements and to provide management guidance to local law enforcement agencies. The program also provides local agencies with information and technical expertise in the development and installation of new programs.

#### Authority

Penal Code Sections 13503, 13512, 13513, and 13551.

For the list of standard (lettered) footnotes, see the end of the Governor's Budget.

\* Dollars in thousands.

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

## 20 TRAINING

## Program Objectives Statement

POST's training program increases the effectiveness of law enforcement personnel by developing and certifying courses that meet identified training needs, by providing scheduling and quality control of such courses, and by assisting law enforcement agencies in providing necessary training and career development programs. POST assesses training on a continuing basis to assure that emerging needs are met. Courses are offered through local community colleges, four-year colleges, universities, police academies, private trainers and training centers. The curricula cover a wide variety of technical and special courses necessary to meet statutorily and Commission established training mandates and to maintain effectiveness in police work and address the training needs of recruit, officer, advanced officer, supervisor, manager, executive-level, and other law enforcement agency personnel. Curricula content is updated regularly. The Commission uses proven advanced technologies such as satellite broadcast and computer/video interactive in the delivery of training. POST also presents advanced leadership training for law enforcement supervisors and executives through its Command College and the Supervisory Leadership Institute.

The Commission establishes the basic criteria that must be met by each course in order to obtain POST's certification. Assistance is given to applicable educators and police trainers in preparing and implementing courses and training plans. Evaluation mechanisms are employed to ensure that training instructors and coordinators are adhering to established course outlines and are meeting instruction standards. Failure to meet these standards may cause revocation of course certification.

Job-related selection and training standards for peace officers and dispatchers, established by the Standards Program, are enforced through inspections of local agencies receiving state aid to assure they are adhering to minimum state standards.

## Authority

Penal Code Sections 13503 and 13508.

## 30 PEACE OFFICER TRAINING

## Program Objectives Statement

The enforcement of laws and the protection of life and property without infringement on individual liberties is one of modern government's most important responsibilities. Carefully selected, highly trained and properly motivated peace officers are important factors in meeting this responsibility. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is provided to all 58 counties, approximately 346 cities, and numerous specialized districts and local agencies which have agreed to meet POST's standards. Financial assistance to participating jurisdictions is provided for instructional costs associated with selected training courses. Funding is also provided for the cost of student travel and per diem associated with training presentations.

## Authority

Penal Code Sections 13500 to 13523, Health and Safety Code 11489.

## Major Budget Adjustments Proposed for 1998-99

- 2.0 positions (1.9 personnel years) and \$134,000 to restructure and centralize POST's statewide peace officer data base.
- 1.0 position (0.9 personnel year) and \$70,000 to establish a POST clearinghouse.
- Increase of \$6,121,000 in Peace Officers' Training Fund authority for reimbursement of local law enforcement agencies, increased funding of tuition reimbursable training, and funding for multi-media training programs.

## PROGRAM BUDGET DETAIL

## PROGRAM REQUIREMENTS

## 10 STANDARDS

	1996-97*	1997-98*	1998-99*
State Operations:			
0268 Peace Officers' Training Fund.....	\$3,470	\$3,942	\$3,800
Reimbursements.....	13	-	-
Totals, State Operations .....	\$3,483	\$3,942	\$3,800

## PROGRAM REQUIREMENTS

## 20 TRAINING

State Operations:			
0268 Peace Officers' Training Fund.....	\$15,414	\$16,614	\$15,362
Reimbursements.....	-	-	-
Totals, State Operations .....	\$15,414	\$16,614	\$15,362

## PROGRAM REQUIREMENTS

## 30 PEACE OFFICER TRAINING

State Operations:			
0268 Peace Officers' Training Fund.....	\$81	\$88	\$88
Totals, State Operations .....	\$81	\$88	\$88
Local Assistance:			
0268 Peace Officers' Training Fund.....	15,250	20,781	28,502
Totals, Local Assistance .....	\$15,250	\$20,781	\$28,502

\* Dollars in thousands.

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

## TOTAL EXPENDITURES

	1996-97*	1997-98*	1998-99*
State Operations .....	\$18,978	\$20,644	\$19,250
Local Assistance .....	15,250	20,781	28,502
<b>TOTALS, EXPENDITURES .....</b>	<b>\$34,228</b>	<b>\$41,425</b>	<b>\$47,752</b>

## SUMMARY BY OBJECT

## 1 STATE OPERATIONS

	96-97	97-98	98-99	1996-97*	1997-98*	1998-99*
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A) .....	113.9	119.5	119.5	\$5,763	\$5,958	\$5,991
Total Adjustments .....	-	-	3.0	-	-	127
Estimated Salary Savings .....	-	-5.8	-6.0	-	-303	-340
Net Totals, Salaries and Wages .....	113.9	113.7	116.5	\$5,763	\$5,655	\$5,778
Staff Benefits .....	-	-	-	1,637	1,301	1,334
Totals, Personal Services .....	113.9	113.7	116.5	\$7,400	\$6,956	\$7,112
OPERATING EXPENSES AND EQUIPMENT .....				\$2,728	\$3,232	\$3,282
SPECIAL ITEMS OF EXPENSE (Training Contracts) .....				8,850	10,456	8,856
<b>TOTALS, EXPENDITURES .....</b>				<b>\$18,978</b>	<b>\$20,644</b>	<b>\$19,250</b>

## RECONCILIATION WITH APPROPRIATIONS

## 1 STATE OPERATIONS

## 0268 Peace Officers' Training Fund \*

	1996-97*	1997-98*	1998-99*
APPROPRIATIONS			
001 Budget Act appropriation .....	\$10,136	\$10,198	\$10,394
011 Budget Act appropriation (contractual services) .....	4,100	7,300	7,300
012 Budget Act appropriation .....	1,556	1,556	1,556
Adjustment per Section 3.60 .....	45	-10	-
Transfer from Local Assistance per Item 8120-011-0268, Provision 2 .....	3,300	1,600	-
Totals Available .....	\$19,137	\$20,644	\$19,250
Unexpended balance, estimated savings .....	-172	-	-
<b>TOTALS, EXPENDITURES .....</b>	<b>\$18,965</b>	<b>\$20,644</b>	<b>\$19,250</b>
0995 Reimbursements			
Reimbursements .....	\$13	-	-
<b>TOTALS, EXPENDITURES, ALL FUNDS (State Operations) .....</b>	<b>\$18,978</b>	<b>\$20,644</b>	<b>\$19,250</b>

## SUMMARY BY OBJECT

## 2 LOCAL ASSISTANCE

	1996-97*	1997-98*	1998-99*
661701 Grants and Subventions (expenditures) .....	\$15,250	\$20,781	\$28,502

## RECONCILIATION WITH APPROPRIATIONS

## 2 LOCAL ASSISTANCE

## 0268 Peace Officers' Training Fund \*

	1996-97*	1997-98*	1998-99*
APPROPRIATIONS			
101 Budget Act appropriation .....	\$26,716	\$21,937	\$28,058
102 Budget Act appropriation .....	444	444	444
Transfer to State Operations per Item 8120-101-0268, Provision 1 .....	-3,300	-1,600	-
Totals Available .....	\$23,860	\$20,781	\$28,502
Unexpended balance, estimated savings .....	-8,610	-	-
<b>TOTALS, EXPENDITURES (Local Assistance) .....</b>	<b>\$15,250</b>	<b>\$20,781</b>	<b>\$28,502</b>
<b>TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance) .....</b>	<b>\$34,228</b>	<b>\$41,425</b>	<b>\$47,752</b>

\* Dollars in thousands.

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

FUND CONDITION STATEMENT			
0268 Peace Officers' Training Fund			
	1996-97*	1997-98*	1998-99*
BEGINNING BALANCE.....	\$9,821	\$14,611	\$7,520
Prior year adjustments.....	1,007	-	-
Balance, Adjusted.....	\$10,828	\$14,611	\$7,520
REVENUES AND TRANSFERS			
Receipts:			
Revenues:			
125600 Other regulatory fees.....	174	175	175
130700 Penalties on traffic violations.....	30,974	31,544	31,544
142500 Miscellaneous services to the public.....	35	35	35
150300 Income from surplus money investments.....	603	535	535
161000 Escheat of unclaimed checks and warrants.....	5	5	5
Totals, Revenues.....	\$31,791	\$32,294	\$32,294
Transfers from Other Funds:			
F00178 Driver Training Penalty Assessment Fund per Section 24.10.....	6,207	2,040	14,000
Totals, Revenues and Transfers.....	\$37,998	\$34,334	\$46,294
Totals, Resources.....	\$48,826	\$48,945	\$53,314
EXPENDITURES			
Disbursements:			
8120 Commission on Peace Officer Standards and Training:			
State Operations.....	18,965	20,644	19,250
Local Assistance.....	15,250	20,781	28,502
Totals, Disbursements.....	\$34,215	\$41,425	\$47,752
FUND BALANCE.....	\$14,611	\$7,520	\$6,062
Reserve for economic uncertainties.....	14,611	7,520	6,062

CHANGES IN			
AUTHORIZED POSITIONS			
	96-97	97-98	98-99
Totals, Authorized Positions.....	113.9	119.5	119.5
Proposed New Positions:			
Assoc Programmer Analyst-Spec <sup>1</sup> .....	-	-	2.0
Assoc Govtl Prog Analyst <sup>2</sup> .....	-	-	1.0
Totals, Proposed New Positions.....	-	-	3.0
Total Adjustments.....	-	-	3.0
TOTALS, SALARIES AND WAGES.....	113.9	119.5	122.5

<sup>1</sup> 2.0 positions limited-term expiring 6/30/00<sup>2</sup> 1.0 position limited-term expiring 6/30/00

## **FY 97-8 EXPENDITURE OPTIONS**

(JANUARY 1998)

1.	Reimbursement for Back-Fill Costs for 4 Months		\$2,600,000
2.	Eliminate the Cap on Training Hours for 4 Months		
	a. Lift the cap	\$	533,333
	b. 120 hour cap	\$	302,333
	c. 160 hour cap	\$	438,667
3.	Mobile Driving Simulator Programs (Stanislaus County and Sacramento PD)		\$572,000
4.	Interactive Multimedia Program	\$	2,700,000
5.	Contracts on January Commission Meeting Agenda		
	A. Cultural Diversity Training (Tab M)		\$62,999
	B. Basic Course Report Writing (Tab O)		61,627
	C. FSR/RFQ for POSTRAC (Tab Q)		20,000
	D. ICI Instructors' Workshops (Tab R)		25,753
	(sub-total)		<u>\$170,379</u>

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>NEW AGENCY - Los Angeles County Department of Health Services Safety Police Department</b>		Meeting Date <b>January 22, 1998</b>
Bureau <b>Training Delivery and Compliance Bureau</b>	Reviewed By <b>Ronald T. Allen, Chief</b>	Researched By <b>Bob Spurlock</b>
Executive Director Approval	Date of Approval	Date of Report <b>December 22, 1997</b>
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

ISSUE

The Los Angeles County Department of Health Services Safety Police Department is seeking entry into the POST Regular (Reimbursable) Program on behalf of its peace officers.

BACKGROUND

The provisions of 830.31(a) and 13510 Penal Code permit the Department to employ sworn officers and participate in the POST Program. The agency has submitted the proper documentation supporting POST objectives and regulations. The agency has been a member of the POST Specialized (non-reimbursable) Program since January 30, 1995. On January 1, 1997, Penal Code Section 13526.1(b) was amended making Los Angeles County Safety Police agencies eligible to participate in the POST Regular (Reimbursable) Program.

ANALYSIS

The Los Angeles County Department of Health Services Safety Police Department has 265 full-time officers. The agency is complying with POST Regulations. Fiscal impact for reimbursement of training costs is approximately \$30,000 per year.

RECOMMENDATION

The Commission be advised that the Los Angeles County Department of Health Services Safety Police Department has been admitted into the POST Regular (Reimbursable) Program consistent with Commission Policy.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

<b>Agenda Item Title</b> NEW AGENCY - Los Angeles County Department of Internal Services Safety Police Department		<b>Meeting Date</b> January 22, 1998
<b>Bureau</b> Training Delivery and Compliance Bureau	<b>Reviewed By</b> Ronald T. Allen, Chief	<b>Researched By</b> Bob Spurlock
<b>Executive Director Approval</b>	<b>Date of Approval</b>	<b>Date of Report</b> December 22, 1997
<b>Purpose</b> <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

### ISSUE

The Los Angeles County Department of Internal Services Safety Police Department is seeking entry into the POST Regular (Reimbursable) Program on behalf of its peace officers.

### BACKGROUND

The provisions of 830.31(a) and 13510 Penal Code permit the Department to employ sworn officers and participate in the POST Program. The agency has submitted the proper documentation supporting POST objectives and regulations. The agency has been a member of the POST Specialized (non-reimbursable) Program since February 1, 1994. On January 1, 1997, Penal Code Section 13526.1(b) was amended making Los Angeles County Safety Police agencies eligible to participate in the Regular (Reimbursable) Program.

### ANALYSIS

The Los Angeles County Department of Internal Services Safety Police Department has 130 full-time officers. The agency is complying with POST Regulations. Fiscal impact for reimbursement of training costs is approximately \$25,000 per year.

### RECOMMENDATION

The Commission be advised that the Los Angeles County Department of Internal Services Safety Police Department has been admitted into the POST Regular (Reimbursable) Program consistent with Commission Policy.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Public Safety Dispatcher Program		Meeting Date January 22, 1998	
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen, Chief <i>[Signature]</i>	Researched By Bob Spurlock <i>[Signature]</i>	
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 12-29-97	Date of Report December 22, 1997	
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No	
In the space provided below, briefly describe the <b>ISSUE</b> , <b>BACKGROUND</b> , <b>ANALYSIS</b> , and <b>RECOMMENDATION</b> . Use additional sheets if required.			
<p><b><u>ISSUE</u></b></p> <p>Acceptance of the Torrance Police Department into the Public Safety Dispatcher Program.</p> <p><b><u>BACKGROUND</u></b></p> <p>The Torrance Police Department has requested participation in the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525. The agencies have expressed willingness to abide by POST Regulations and have passed ordinances or resolutions as required by Penal Code section 13522.</p> <p>There are currently 348 agencies participating in the program.</p> <p><b><u>ANALYSIS</u></b></p> <p>The agencies presently employ full-time dispatchers and some employ part-time dispatchers. The agencies have all established minimum selection and training standards which equal or exceed the standards adopted for the program.</p> <p><b><u>RECOMMENDATION</u></b></p> <p>The Commission be advised that the subject agency has been accepted into the POST Reimbursable Public Safety Dispatcher Program consistent with Commission policy.</p>			

**COMMISSION AGENDA ITEM REPORT**

Agenda Item Title Annual Review of Command College Tuition		Meeting Date January 22, 1998
Bureau Center for Leadership Development	Reviewed By <i>IDA. Jael</i>	Researched By Beverley Short
Executive Director Approval	Date of Approval	Date of Report December 4, 1997
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

**ISSUE**

This item is before the Commission for its annual review of the Command College tuition.

**BACKGROUND**

At the January 1987 meeting, the Commission designated a tuition be charged all eligible, non-reimbursable agencies desiring to send participants to the Command College. The Commission also directed staff to monitor the direct costs and to submit a report annually with recommendations for the tuition rate for the coming year.

The current tuition approved by the Commission for participants in the Command College program is \$2,762.00.

The non-reimbursable agencies that have participated in the Command College and were charged a tuition are the California Highway Patrol, the Department of Justice, Los Angeles Housing Police, Department of Motor Vehicles, Office of the Attorney General, and Department of Fish and Game.

**ANALYSIS**

The current tuition was established by the Commission on costs that were estimated prior to a class completing the revised program. Two classes have now completed the six workshops and one class has completed three workshops. The revised tuition is based on estimated actual, direct costs, which can now be reduced from \$2762.00 to \$2575.00

The recommended tuition of \$2,575.00 is based on the anticipated direct Command College costs per participant for the program and would be effective for participants entering the program after January 1998 and would be in effect for classes 27, 28 and 29.

The tuition is based on the following cost estimates:

	<u>Per Student</u>
Faculty	\$2,157
Facility Fees	270
Project Review Committee	<u>148</u>
Total	\$2,575

### RECOMMENDATION

Approve the Command College tuition at \$2,575. The tuition would be effective for Command College Classes 27, 28 and 29 tentively scheduled to begin between January 1998 and March 1999.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Supervisory Leadership Institute Tuition		January 22, 1998
Bureau	Reviewed By	Researched By
Center for Leadership Development	<i>W. G. Hall</i>	Neil Zachary
Executive Director Approval	Date of Approval	Date of Report
		December 5, 1997
Purpose:		Financial Impact:
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

This item is before the Commission for its annual review of the Supervisory Leadership Institute tuition.

BACKGROUND

At the January 1991 meeting, the Commission designated a tuition be charged all eligible non-reimbursable agencies desiring to send participants to the Supervisory Leadership Institute. Staff was instructed to annually review tuition and to report to the Commission each January with the recommended tuition for classes beginning the coming year. The current tuition approved by the Commission is \$1,636.

The non-reimbursable agency currently in the Supervisory Leadership Institute and being charged a tuition is the California Highway Patrol.

ANALYSIS

The recommended tuition based on anticipated direct Supervisory Leadership Institute cost per participant in 1998 remains at \$1,636. The cost breakdown is as follows:

Instruction	\$ 980.
Supplies	95.
Instructor Travel/Per Diem	391.
Facility Rental/Misc.	<u>170.</u>
	\$1,636.

RECOMMENDATION

Approve a tuition of \$1,636 for non-reimbursable agencies, to cover the direct costs for participation in the Supervisory Leadership Institute for classes beginning July 1998 through June 1999.

WHEREAS, Kate M. Singer is a Sergeant with the Marin County Sheriff's Department with impressive service in law enforcement and the training community; and

WHEREAS, Kate M. Singer has served the Commission on Peace Officer Standards and Training in the capacity of a POST Special Consultant in the Management Fellowship Program, full time from December 1, 1996 through February 28, 1998; and

WHEREAS, Kate M. Singer was the Project Manager for the Field Training Program study and responsible for all activities related to integrating a mandated Field Training Program as part of a basic training requirement for all California peace officers; and

WHEREAS, Kate M. Singer coordinated all of the POST efforts to research, study, survey, and manage an intensive effort involving statewide diverse groups in the development of an integrated Field Training Program, an update of the Field Training Guide, and significant curriculum revisions to the Field Training Officer Course; and

WHEREAS, Kate M. Singer was responsible for the development and writing of the comprehensive reports that provided the framework for developing and implementing a standardized Field Training Program and supporting Field Training Officer course curriculum statewide; and

WHEREAS, Kate M. Singer's work on this historical, critical, and challenging project was exemplary in every respect and the results of this work will provide a tangible benefit to professional law enforcement training throughout California for many years to come; and

THEREFORE BE IT RESOLVED, That the members of the Commission on Peace Officer Standards and Training commend Sergeant Singer for a truly exemplary and outstanding job; and

BE IT FURTHER RESOLVED, That the Commission extends its best wishes for continued success in service to the California law enforcement community in the years to come.

WHEREAS, Ronald T. Allen served the Commission on Peace Officer Standards and Training with distinction for 26 years; and

WHEREAS, Ronald T. Allen served as a Law Enforcement Consultant and attained the rank of Bureau Chief in 1974; and

WHEREAS, Ronald T. Allen served with the Costa Mesa Police Department for ten and a half years; and

WHEREAS, Ronald T. Allen made significant contributions to law enforcement and the citizens of California during his years of service; now, therefore

BE IT RESOLVED, The Commission on Peace Officer Standards and Training recognizes Ronald T. Allen's service and contributions to law enforcement and the people of California; and

BE IT FURTHER RESOLVED, That the Commission does hereby commend Ronald T. Allen for his dedicated and effective service and extends best wishes for continued success and happiness in retirement.

December 31, 1997

WHEREAS, Otto H. Saltenberger served the Commission on Peace Officer Standards and Training with distinction for 27 years; and

WHEREAS, Otto H. Saltenberger served as a Law Enforcement Consultant and attained the rank of Bureau Chief in 1972; and

WHEREAS, Otto H. Saltenberger served as Assistant Director for five years; and

WHEREAS, Otto H. Saltenberger also served as Bureau Chief from 1983 to 1998; and

WHEREAS, Otto H. Saltenberger served with the Pacifica Police Department for 12 years, attaining the rank of Captain; and

WHEREAS, Otto H. Saltenberger made significant contributions to law enforcement and the citizens of California during his years of service; now, therefore

BE IT RESOLVED, The Commission on Peace Officer Standards and Training recognizes Otto H. Saltenberger's service and contributions to law enforcement and the people of California; and

BE IT FURTHER RESOLVED, That the Commission does hereby commend Otto H. Saltenberger for his dedicated and effective service and extends best wishes for continued success and happiness in retirement.

January 16, 1998

WHEREAS, Beverly J. Short served the Commission on Peace Officer Standards and Training with distinction for 25 years; and

WHEREAS, Beverly J. Short attained the position of Staff Services Manager in 1987; and

WHEREAS, Beverly J. Short was instrumental in the development and presentation of the Law Enforcement Command College; and

WHEREAS, Beverly J. Short has served as the editor of the nationally recognized and award-winning newsletter, *PACESETTER*; and

WHEREAS, Beverly J. Short provided exemplary service to law enforcement in the organization and presentation of the 1997 Leadership Conference; and

WHEREAS, Beverly J. Short made innumerable contributions to POST and law enforcement during her years of service; now, therefore

BE IT RESOLVED, The Commission on Peace Officer Standards and Training recognizes Beverly Short's contributions to law enforcement and the people of California; and

BE IT FURTHER RESOLVED, That the Commission does hereby commend Beverly J. Short for her dedicated and effective service and extends best wishes for continued success and happiness in retirement.

December 19, 1997

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1801 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083**COMMITTEE ON STRATEGIC PLAN IMPLEMENTATION**

December 5, 1997

San Diego, CA

**MINUTES**

Chairman TerBorch called the meeting to order at 1:30 p.m.

**ATTENDEES:****Committee Members**

Rick TerBorch, Chairman  
Jay Clark  
Ted Hunt  
Bill Kolender  
Skip Murphy  
Bob Norman  
Woody Williams

**Staff**

Ken O'Brien  
Hal Snow  
Vera Roff, Secretary

**Guests**

Phil del Campo, Ph.D., Commissioner  
Jim Martin, CCPOA/CCLEA  
Martin Mayer, Mayer, Coble & Palmer  
Al Waters II, San Francisco Deputy Sheriff's Assn.  
Nelson Williams, III, Lieutenant, San Francisco Sheriff's Department

**Report on Implementation Progress**

The Committee received a report on the implementation progress for objectives contained in the plan. The staff continues to be aggressive in implementing the steps outlined in the workplan and is, in many cases, ahead of the scheduled dates.

**Report on POST Training Advisory Councils**

The Committee reviewed the existing standing advisory councils that are associated with major POST programs or activities. The membership of the council would include broad-based representation throughout the state.

1. Field Training
2. Supervisory Leadership Institute

3. POST Clearinghouse
4. Training Delivery
5. Reserve Training
6. Multimedia Development
7. Institute of Criminal Investigation
8. Instructor Development
9. Telecourse Development
10. Cultural Diversity

The Committee concurred with staff's recommendation to establish these additional advisory councils consistent with Objective B.11.

#### Report on Cost Recovery Strategies

After discussion concerning various strategies for cost recovery, the following actions were taken:

MOTION - Williams, second - Murphy, carried unanimously for staff to begin research into developing a subscription service for POST's satellite broadcasts.

MOTION - Murphy, second - Clark, carried unanimously to direct staff to research the merit of establishing Cooperative Research and Development Agreements (CRDAs) and to report back.

MOTION - Murphy, second - Norman, carried unanimously to direct staff to develop a proposal for distribution of the Basic Course student workbooks to California users at reduced or no cost in return for the vendor marketing them outside of California for profit.

#### Strategic Plan Infrastructure Issues

Staff reported that the team building workshop for the Management Team was extremely productive. Tom Anderson facilitated the offsite sessions.

Meetings are being scheduled for all staff to attend an orientation session on the POST's Mission and Value statements. Staff is enthusiastic and encouraged by the changes being made in the workplace as a result of the development of the Strategic Plan.

In addition, plans are underway to have the entire staff from the three divisions (Field Services, Administrative, and Standards and Competency) attend team building workshops in January, February and March. Tom will also facilitate those session.

#### Strategic Plan Update

As required of all state agencies, POST must review and update the Strategic Plan by July 1998. A tentative workplan for updating the plan was reviewed. A stakeholders' meeting will be scheduled for mid-March in Orange County.

MOTION - Norman, second - Williams, carried unanimously to approve the workplan for updating the Strategic Plan by July 1998.

ADJOURNMENT - 3:00 p.m.



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

**COMMITTEE ON STRATEGIC PLAN IMPLEMENTATION**

December 5, 1997  
1:00 P.M.  
Pacific Terrace Inn  
610 Diamond Street  
San Diego, CA  
(619) 581-3500

**AGENDA**

Welcome

Roll Call of Members

Introduction of Guests

- A. Report on Implementation Progress
- B. Report on POST Training Advisory Councils (Committees)  
(Objective B.11)
- C. Preliminary Report on Cost Recovery Strategies  
(Objective D.5)
- D. Strategic Plan Infrastructure Issues
  - 1. POST Management Team Building Workshop Results
  - 2. Plans for Staff Orientation on POST's Mission and Values
  - 3. Plans for All POST Staff Team Building Workshops
- E. Strategic Plan Updating Process
- F. Other Items of Interest to Committee
- G. ADJOURNMENT

**M e m o r a n d u m**

**DATE:** Nov. 18, 1997

**TO:** Committee on Strategic Plan Implementation Members

**FROM:** KENNETH J. O'BRIEN  
Executive Director  
Commission on Peace Officer Standards and Training

**SUBJECT:** STRATEGIC PLAN IMPLEMENTATION PROGRESS

The following is an update on implementation progress for those objectives. Wherever possible, indications are given as to where these research projects are headed.

**A.3 Review of POST's Continuing Professional Training Requirement**

A retired annuitant was employed October 3, 1997 to begin research on this objective which was scheduled to begin in 1998. He will research and obtain field input into the current requirement (24 hours every two years) and extending the requirement to other categories (managers, executives, Level II reserves and dispatchers). In addition, the nature of the Advance Officer Course as one of several means to satisfy the CPT requirement is being examined.

**A.4 Field Training**

As follow-up to the Commission's November 6 action to approve a mandatory field training program, staff is preparing the field training guide for distribution, entering into agreements to produce video scenarios for the FTO course, developing procedures for law enforcement agencies to make application for their programs, seeking out presenters of the Field Training Officer Course to deliver the course to remote areas of the state, and generally making the field aware of this program.

**B.9 Upgrade Multi-Media Technology**

A staff report to the Long Range Planning Committee was presented on November 5 which outlined some alternatives for replacing the law enforcement interactive video disc equipment previously provided by POST. The Committee will again review this matter at its December 11 meeting.

### **B.13 System for Selecting and Development Instructors**

Law Enforcement Consultant Lou Maderira has been assigned to research this objective. POST already certifies several instructor development courses, including the Master Instructor Program. Staff is currently researching the option of developing a voluntary instructor certificate that would be based upon completion of a shorter course. Equivalent training alternatives are also being considered.

### **B.14 Study Expansion of POST's Distance Learning System**

The Commission approved, at its November 6 meeting, a staff proposal to enter into a no-cost agreement with the State Office of Emergency Services (OES) to make use of POST's Satellite Broadcast Network for the purpose of communication with law enforcement agencies during upcoming winter months when El Nino disasters could occur. Technical and financial hurdles are being examined by staff of POST and OES.

### **D.5 Develop Alternative Cost-Recovery Strategies**

Although this objective is not scheduled for start until 1998, some research is now being done on determining whether a subscription service can be established for POST's telecourses and video broadcasts that would target out-of-state law enforcement agencies. We believe a considerable number of these agencies are now receiving our broadcasts. What makes such a subscription service possible is that POST is in the process of encrypting its broadcasts and should be accomplished by July 1, 1998. POST already receives royalties on sales of individual copies of the telecourses.

### **E.1-8 POST Clearinghouse**

Pursuant to Commission direction, some aspects of the POST Clearinghouse are being implemented. A standing advisory council is being formed and will soon begin meeting. A budget change proposal has been submitted, and it is expected the Governor's proposed 1998/99 budget will contain some added staff to assist with implementation. Command College abstracts of independent study projects have been put on POST's home page for agency access. Future files and book reviews are also being made ready for the home page.

Policy guidelines for the operation of the Clearinghouse are being formulated. Plans are being developed to incorporate information about model programs from law enforcement agencies. POST has made some tentative plans for the Clearinghouse to access the Attorney General's Office and the Sacramento Police Department's Clearinghouse on community oriented policing. While the

**Implementation Plan calls for POST's Clearinghouse to be fully operational in five years, staff is optimistic it can be done in 2-1/2 years.**

**Progress is being made on the following objectives, and staff is prepared to describe the status of each upon request.**

- A.8 Entry-Level Selection**
- A.11 Job Analysis of Entry-Level Officers**
- B.5 Multiple Training Sites**
- B.7 Regional Skills Centers**
- B.12 Simplify Course Certification Process**
- C.6 Image Coalition**
- D.2 Alternative Reimbursements**
- F.2 Publicize POST Services**
- F.6 Review POST's Regulations**
- F.7 Upgrade Internal Business Procedures**
- G.1 Improve Staff Training**

**ATTACHMENT B**

**State of California**

**Department of Justice**

**MEMORANDUM**

**To : Strategic Plan Implementation Committee**

**Date: November 3, 1997**

**Kenneth J. O'Brien  
Executive Director**

**From : Commission on Peace Officer Standards & Training**

**Subject: REPORT ON POST TRAINING ADVISORY COUNCILS**

**ISSUE**

POST's Strategic Plan Objective B.11 calls for the establishment of appropriate advisory councils (committees) for training development and delivery. This report outlines a plan to implement several advisory councils pursuant to this objective.

**BACKGROUND**

As background to Objective B.11, the document *Beyond 2000: Making a Bold Adjustment* cited the need for POST to adopt measures to enlist greater law enforcement field input into POST's operations. Staff is currently analyzing the composition of ad hoc and standing committees from the perspective of broadening the diversity of persons and organizations providing advice to POST (Objective F.2).

POST uses many ad hoc temporary committees to provide input on a variety of developmental activities that are usually single issue in nature. POST also uses standing committees or councils to provide ongoing review and input on broader programs. This broader programmatic input provides a greater degree of continuity and expertise than is possible with ad hoc committees.

Strategic Plan Objective B.11 addresses the need to review existing standing councils or committees in order to determine what additional ones are needed. The term "advisory councils" was purposefully used in the Strategic Plan so as to distinguish these from the POST Advisory Committee which is the Commission's standing advisory body composed of representatives of major statewide organizations.

## ANALYSIS

POST currently has ten standing advisory councils that are listed on Attachment A. All are associated with major POST programs or activities. In most cases council composition reflects the expertise needed or the clientele receiving or providing the service. For example, the longstanding Video Producers' Committee is composed of representatives from law enforcement agencies who produce video training tapes. These councils meet at least annually and some as frequently as quarterly.

It is proposed that ten additional standing advisory councils be established for the following POST activities or programs: 1) Field Training, 2) Supervisory Leadership Institute, 3) POST Clearinghouse, 4) Training Delivery, 5) Reserve Training, 6) Multimedia Development, 7) Institute of Criminal Investigation, 8) Instructor Development, 9) Telecourse Development, and 10) Cultural Diversity. The purposes of these are identified in Attachment B.

It is estimated the annual cost to POST for convening meetings of the existing standing committees is \$150,000. Adding the ten proposed standing committees would not cost anywhere near \$150,000 because some (6-7) already are meeting as ad hoc committees.

It is anticipated these advisory councils can be implemented using existing POST staff. Some modest increase in cost is expected for travel, per diem, and meeting room rental. However, the benefits of establishing these advisory councils will far exceed these absorbable costs.

## RECOMMENDATION

Approve this plan for establishing additional POST advisory councils.

**ATTACHMENT A**

<b>Existing</b>	<b>Proposed</b>
<b>Basic Training Bureau</b>  1. Basic Course Consortium 2. Transition Course Pilot Program 3. Public Safety Dispatchers	1. Field Training 2. Reserve Training
<b>Center for Leadership Development</b>  4. Command College	3. Supervisory Leadership Institute
<b>Information Services Bureau</b>	4. POST Clearinghouse
<b>Training Delivery &amp; Compliance Bureau</b>	5. Training Delivery
<b>Training Program Services Bureau</b>  5. Video Producers' Committee 6. Video Review Committee 7. Driving Simulator Committee 8. Law Enforcement Officers Killed and Assaulted Committee 9. Chemical Agents Committee 10. Defensive Tactics Instructions Committee 11. Use of Force Committee	6. Cultural Diversity 7. Multimedia Development 8. Institute of Criminal Investigation 9. Instructor Development 10. Telecourse Development

## **ATTACHMENT B**

### **Purposes of Proposed Additional Standing Advisory Councils**

**Field Training** - Pursuant to Strategic Plan Objective A.4, provide ongoing advice in revising - Provide input on the program's curriculum, requirements, and operations.

**Reserve Training** - Provide ongoing input into reserve training curriculum standards and other issues.

**POST Clearinghouse** - Pursuant to the Strategic Plan Objective E.6, establish a user committee to advise and evaluate its performance.

**Training Delivery** - Provide input on POST's training needs assessment process, course certification, course evaluation, etc.

**Cultural Diversity** - Provide advice on POST's training programs related to cultural diversity.

**Multimedia Development** - Provide technical input on the development of computer-based multimedia.

**Institute of Criminal Investigation** - Provide input on the program's curriculum, requirements, and operations.

**Instructor Development** - Pursuant to Strategic Plan Objective B.13, provide advice on standards for selecting and training instructors.

**Telecourse Development** - Provide input on the program's operation, format, selection of training topics, etc.

**ATTACHMENT C**

**State of California**

**Department of Justice**

**MEMORANDUM**

**To : Strategic Plan Implementation Committee**

**Date: November 20, 1997**

**Kenneth J. O'Brien  
Executive Director**

**From : Commission on Peace Officer Standards & Training**

**Subject: REPORT ON COST RECOVERY STRATEGIES**

Strategic Plan Objective D.5 requires research on cost recovery alternatives for POST. Although considerable additional research will be conducted, two potential opportunities have emerged in some preliminary exploration.

**Subscription Service for POST's Satellite Broadcasts**

Pursuant to previous Commission direction, POST is in the process of encrypting its satellite broadcasts which should begin by July 1998. Unless directed otherwise, staff is taking steps to change its regulations to enable POST to reimburse law enforcement agencies for this encryption equipment. The existing law enforcement agencies outside of California that are currently receiving these broadcasts will no longer be able to receive them. The possibility of establishing a broadcast subscription service emerges with encryption becoming a reality for these agencies desiring to continue receiving these broadcasts. Requirements can be established restricting broadcasts to law enforcement agencies. The need arises to obtain a professional marketing service since POST is not equipped for this. It is likely that POST would be required to follow competitive procedures to enter into any agreements establishing a subscription service. This possibility is presented for discussion and direction.

**Establishment of Cooperative Research and Development Agreements (CRDAs)**

Federal law (Public Law 96-480 Stevenson-Wilder Technology Innovation Act) provides for cooperative research and development agreements which enable agencies of the Federal Government, including the military, to enter into agreements with state and local governments and private enterprise for the purpose of transferring technology. Technology has been defined to include training programs that make use of technology. Preliminary research into this program reveals the possibility of POST entering into such an agreement with the military to re-purpose one or more of POST's telecourses or

its existing IVD courses or a training program to be developed into CD-ROM which would be made available to California law enforcement agencies at little or no cost.

Under such an agreement, the military benefits by having the training available to its military police and other personnel. The military would pay for reformatting the training into CD-ROM. POST and California law enforcement would both benefit by having such training available in the emerging technology (CD-ROM) which will enable "training on demand" and having officers receive training while on patrol or other assignments which permit access to small portable (lap top) computers. Private enterprise can be a party to such agreements to assist with re-purposing, making programs generic, and marketing to other law enforcement agencies to defray costs to POST or California law enforcement.

While details of such an agreement would need to be researched and developed, there appears to be merit to proceed if that is the direction of the Commission.

#### Distribution of the Basic Course Student Workbooks

POST is producing, pursuant to a three-year contract, student and instructor workbooks for the Basic Course. As an interim measure, camera-ready copies are being provided to basic academies and reserve and transition course providers with encouragement that they be made available to their students. Because these documents will be costly to students and law enforcement employers and because they are not likely to be reproduced in high quality copies, it is proposed staff be authorized to begin a competitive bid process that would result in a private vendor making high-quality copies available to California users at reduced or no cost in return for the vendor marketing them outside of California for profit.

State of California

ATTACHMENT E

Department of Justice

**MEMORANDUM**

**To : Strategic Plan Implementation Committee**

**Date: November 20, 1997**

**Kenneth J. O'Brien  
Executive Director**

**From : Commission on Peace Officer Standards & Training**

**Subject: TENTATIVE PLAN FOR UPDATING POST'S STRATEGIC PLAN**

POST, as a state agency, is required to annually review its Strategic Plan. A process for this review needs to be adopted and implemented which will result in a report to the Commission by its July 1998 meeting.

To stimulate discussion on this issue, the following review process is described. Obviously, other approaches are available for consideration.

**Tentative Process**

**Step #1** - Staff review to identify additions, deletions, or combining objectives. This would be done from the perspective of: a) improving the plan, b) researching some objectives for several months, c) considering the implications of staff's workload, and d) deleting objectives that have already been completed.

**Step #2** - Convene a group of stakeholders and partners to do the following:

- a. Identify any changed conditions or current needs for California law enforcement that have implications for the Strategic Plan.
- b. Review POST staff's input for changing the plan.
- c. Develop tentative recommendations for changing the plan.

**Step #3** - Review of tentative recommendations by POST's Strategic Plan Implementation Committee.

**Step #4** - Consideration by Commission. (July 1998)

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Proposed Curriculum for Elder Abuse Training Implementing PC 13515</b>		Meeting Date <b>January 22, 1998</b>
Bureau <b>Training Program Services</b>	Reviewed By <b>Don Moura</b> <i>DM</i>	Researched By <i>Ray Bray</i>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <b>12-12-97</b>	Date of Report <b>November 26, 1997</b>
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

### ISSUE

Should the Commission adopt, (subject to the public review process), the addition of Commission Regulation 1081 (a) (25) concerning Elder Abuse training for law enforcement supervisory officers and below, as required by P.C. 13515.

### BACKGROUND

Assembly Bill 870, adding Section 13515 to the Penal Code (Attachment A), requires every city police officer or deputy sheriff at a supervisory level and below who is assigned field or investigative duties to complete an elder abuse training course certified by the Commission before January 1, 1999, or within 18 months of assignment to field duties.

### ANALYSIS

In anticipation of impending legislation, an advisory committee of subject matter experts was formed (Attachment B) from appropriate groups and individuals. After extensive review of existing material, the advisory committee agreed that a training telecourse on elder abuse was the most appropriate and cost effective method of delivering elder abuse training to in-service officers of both field and investigative personnel. The telecourse was designed to address all aspects of the legislation as well as the latest investigative techniques. An elder abuse reference guide was also drafted to accompany the telecourse training.

The two hour training telecourse contained sections on law, elder abuse recognition, reporting requirements, neglect, fraud and victim/witness issues. The telecourse was broadcasted February 20, 1997.

Adoption of this course requirement for in-service supervisory officers and below must be pursuant to the Administrative Procedures Act. A Notice of Proposed Regulatory Action is recommended. Unless a public request is made for public hearing, the regulation would become effective upon approval by the Office of Administrative Law.

## RECOMMENDATION

Subject to the results of a Notice of Regulatory Action, approve the proposed elder abuse course and amend Regulation 1081, (Attachment C) to show the addition of this new legislative mandated course.

## Assembly Bill No. 870

## CHAPTER 444

An act to add Section 13515 to the Penal Code, relating to crime prevention.

[Approved by Governor September 23, 1997. Filed with Secretary of State September 24, 1997.]

## LEGISLATIVE COUNSEL'S DIGEST

AB 870, Hertzberg. Elder abuse: law enforcement training.

(1) Existing law requires various law enforcement officers to meet specified training standards pursuant to courses of training certified by the Peace Officers Standards and Training (POST) program.

This bill would require every city police officer or deputy sheriff at a supervisory level and below to complete an elder abuse training course certified by POST. By imposing additional duties on local agencies, it would impose a state-mandated local program.

(2) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates that do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

*The people of the State of California do enact as follows:*

SECTION 1. Section 13515 is added to the Penal Code, to read: 13515. Every city police officer or deputy sheriff at a supervisory level and below who is assigned field or investigative duties shall complete an elder abuse training course certified by the Commission on Peace Officer Standards and Training by January 1, 1999, or within 18 months of assignment to field duties. Completion of the course may be satisfied by telecourse, video training tape, or other instruction. The training shall, at a minimum, address relevant laws, recognition, reporting requirements and procedures, neglect, and fraud. The course may be presented as part of a training program that includes other subjects or courses.

SEC. 2. Notwithstanding Section 17610 of the Government Code, if the Commission on State Mandates determines that this act

contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code. If the statewide cost of the claim for reimbursement does not exceed one million dollars (\$1,000,000), reimbursement shall be made from the State Mandates Claims Fund.

Notwithstanding Section 17580 of the Government Code, unless otherwise specified, the provisions of this act shall become operative on the same date that the act takes effect pursuant to the California Constitution.

**ELDER ABUSE TELECOURSE COMMITTEE**

Stephanie Avila, Investigator  
Santa Clara County DA's Office  
Co. Government Building, West  
Wing  
70 W. Hedding Street  
San Jose, CA 95110  
(408) 299-7405

Susan Aziz, Director  
Elder Abuse Prevention  
Program  
WISE Senior Services  
1527 4th Street  
Santa Monica, CA 90401  
(310) 394-9871  
(310) 395-4090 Fax

Irene Casanova, Services  
Manager  
Department of Health Services  
Adult Protective Services  
225 W. 37th Avenue  
San Mateo, CA 94403  
(415) 573-2139  
(415) 573-2193 Fax

Garrett G. Dettling, Supervisor  
Adult Protective Services  
Area Agency on Aging  
9335 Hazard Way, Suite 100  
San Diego, CA 92123  
(619) 495-5651 Voice  
(619) 495-5080 Fax

Allan Duncan, Inspector  
San Francisco Police  
Department  
850 Bryant Street, Room 411  
San Francisco, CA 94103  
(415) 553-1141

Maxine Fischer  
Adult Protective Services  
9335 Hazard Way  
San Diego, CA 92123  
(619) 495-5490 Voice  
(619) 495-5080 Fax

Eileen Goldman, Senior  
Services Sup.  
Jewish Family and Children's  
Services  
1600 Scott Street  
San Francisco, CA 94115  
(415) 561-1217  
(415) 922-5938

Dennis Gustafson  
P.O. Box 11372  
San Rafael, CA 94912-1372  
(415) 455-2857 Pager  
(415) 883-1177

Candace Heisler  
San Francisco District  
Attorney's Office  
850 Bryant Street, #322  
San Francisco, CA 94103  
(415) 553-9743  
(415) 553-1737 Fax

Judy Hitchcock  
Legal Assistance to Elderly  
1453 Mission Street #500  
San Francisco, CA 94103  
(415) 861-4444  
(415) 553-1737 Fax

Ardath Javan  
Los Angeles District Attorney's  
Office  
201 N. Figueroa, 16th Floor,  
Room 1636  
Los Angeles, CA 90012  
(213) 580-8792

Diana Koin, M.D.  
Department of Veteran Affairs  
4150 Clement Street  
San Francisco, CA 94121  
(415) 750-6980  
(415) 750-6979 Fax

Dennis Morris  
San Francisco District  
Attorney's Office  
850 Bryant Street, #322  
San Francisco, CA 94103  
(415) 553-1747

Lisa Nereberg  
Institute on Aging  
3330 Geary Blvd.  
San Francisco, CA 94118  
(415) 750-4137  
(415) 750-4136 Fax

Detective Chayo Reyes  
Los Angeles Police Department  
BUNCO Forgery Division  
150 N. Los Angeles Street  
Los Angeles, CA 90012  
(213) 485-3797

(213) 680-1424 Fax

Eric Seiberlich  
Dept. of Justice/Welfare Fraud  
Div.  
300 S. Spring St. #1300-North  
Tower  
Los Angeles, CA 90013-1232  
(213) 897-2048  
(213) 897-2799 Fax

Judith Sklar  
Santa Clara District Attorney's  
Office  
Co. Government Building, West  
Wing  
70 W. Hedding Street  
San Jose, CA 95110  
(408) 299-8441  
(408) 279-8742 Fax

Gael Strack  
Head Deputy City Attorney  
City Attorney's Office  
1200 3rd Avenue, Suite 700  
San Diego, CA 92101-4106  
(619) 533-5640  
(619) 533-5505 Fax

Tom Walsh, Inspector  
San Francisco Police  
Department  
Mounted Unit  
850 Bryant Street  
San Francisco, CA 94103  
(415) 752-6255  
(415) 553-9296

Barbara White, Sergeant  
Los Angeles Sheriff's Dept.  
Forgery Fraud Detail  
11515 S. Colima Rd.  
Building M-104  
Whittier, CA 90604  
(310) 946-7212  
(310) 944-8741 Fax

Commission on Peace Officer Standards and Training

PROPOSED REGULATORY ACTION: AMENDMENT OF 1081 (a) (25)

**1081. Minimum Standards for Legislatively Mandated Courses**

(a) (1) - (24) continued

(25) Elder Abuse- 2 Hours

Penal Code Section 13515

(A) Law

(B) Elder Abuse Recognition

(C) Reporting Requirements

(D) Neglect

(E) Fraud

(F) Victim/Witness Issues

Commission on Peace Officer Standards and Training

**PROPOSED REGULATORY ACTION: ADDITION OF 1081 (a) (25)**

**INITIAL STATEMENT OF REASONS**

**Justification:**

Pursuant to Assembly Bill 870 section 13515 was added to the penal Code requiring every city police officer or deputy sheriff at a supervisory level and below who is assigned field or investigative duties to complete an elder abuse training course certified by the Commission before January 1, 1999, or within 18 months of assignment to field duties. As a result of this legislation, POST proposes to add Commission Regulation 1081 (a) (25), Elder Abuse curriculum.

An advisory committee of subject matter experts was formed from appropriate groups and individuals. After extensive review of existing material, the advisory committee agreed that a training telecourse on elder abuse was the most appropriate and cost effective method of delivering elder abuse training to in-service officers of both field and investigative personnel. The telecourse curriculum contains, as required by law, six major components, they are as follows:

1. Law
2. Elder abuse recognition
3. Reporting Requirements
4. Neglect
5. Fraud
6. Victim/Witness issues

A training telecourse of two hour duration was broadcast on February 20, 1997 and accompanied by a reference guide for each officer.

Commission on Peace Officer Standards and Training

**NOTICE OF PROPOSED REGULATORY ACTION: ADDITION  
OF COMMISSION REGULATION 1081(a)(25)**

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Sections 13503 and 13506 of the Penal Code, and in order to interpret, implement and make specific Section 12002(f) of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Code of Regulations.

**INFORMATIVE DIGEST**

Penal Code Section 13515 mandates that every city police officer or deputy sheriff at a supervisory level and below who is assigned field or investigative duties to complete an elder abuse training course certified by the Commission before January 1, 1999. The Commission proposes to add section (a) (25) to Regulation 1081 to specify the minimum training for elder abuse.

**PUBLIC COMMENT**

The Commission hereby requests written comments on the proposed action. All written comments must be received at POST no later than 4:30 p.m. on \_\_\_\_\_, 1998. Written comments should be directed to Kenneth J. O'Brien, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Blvd., Sacramento, CA 95816-7083.

A public hearing is not scheduled. Pursuant to Government Code Section 11346.8, any interested person, or duly authorized representative, may request in writing, no later than \_\_\_\_\_, 1998 that a public hearing be held.

**ADOPTION OF PROPOSED REGULATIONS**

Following the close of the public comment period, the Commission may adopt the proposals substantially as described in this notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language clearly indicated will be made available at least 15 days before the date of adoption to all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified text for 15 days after the date on which the revised text is made available.

## TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

## ESTIMATE OF ECONOMIC IMPACT

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to Any Local Agency or School District for Which Government Code Section 17561 Requires Reimbursement: None

Declaration Relating to Impact on All California Businesses: The Commission on Peace Officer Standards and Training, in the development of the proposed regulation, has assessed the potential for adverse economic impact on businesses in California and has found that the proposed amendments to Regulations 1081, will have no effect. This finding was based on the determination that the proposed amendment to the California Code of Regulations in no way applies to California businesses.

Costs Impact on Private Persons or Entities: None

Housing Costs: None

## ASSESSMENT

The adoption of the proposed amendments to this regulation will neither create nor eliminate jobs in the state of California, nor result in the elimination of existing businesses or create or expand businesses in the state of California.

## CONSIDERATION OF ALTERNATIVES

In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.

### **CONTACT PERSON**

**Inquires concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Anna Del Porto, Associate Governmental Program Analyst, 1601 Alhambra Blvd., Sacramento, CA or by telephone at (916) 227-4854.**

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposal to Modify Commission Regulation 1005 for District Attorney Investigator's Basic Course		Meeting Date January 22, 1998
Bureau Basic Training Bureau	Reviewed By <i>Ken Whitman</i>	Researched By Steve Chaney
Executive Director Approval <i>Kenneth J. Gibson</i>	Date of Approval 12-29-97	Date of Report December 23, 1997
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

**ISSUE**

Should the Commission approve replacing the District Attorney Investigators' Basic Course with the Regular Basic Course as the basic training standard while retaining the supplemental 80-hour Investigation and Trial Preparation Course training standard for District Attorney Investigators?

**BACKGROUND**

Commission Regulations Section 1005(a)(2) states that every regularly employed and paid as such district attorney inspector or investigator as defined in Section 830.1 P.C. shall satisfactorily meet the training standards of the District Attorney Investigators' Basic Course. The standards may also be satisfactorily met by successfully completing the training requirements of the Regular Basic Course and satisfactory completion of an 80-hour certified Investigation and Trial Preparation Course within 12 months of appointment. A recent survey conducted by the California District Attorney Investigator's Association indicates that all District Attorney Investigators (P.C. 830.1) are hired in accordance with the Regular Basic Course standard.

The District Attorney Investigators' Basic Course was originally developed following a thorough job task analysis in 1983. No curriculum was ever developed for this course, nor has it ever been certified or presented since approved by the Commission. Overwhelming consensus of the District Attorneys was to opt for the alternative standard of the Regular Basic Course and the 80-hour Investigation and Trial Preparation course addressing their unique training needs.

**ANALYSIS**

The California District Attorney Investigator's Association (CDAIA) Executive Board is requesting that the Commission: 1) delete the current 462-hour District Attorney Investigators' Basic Course requirement; 2) replace the entry-level training requirement with regulatory language adopting the Regular Basic Course as the District Attorney Investigators' basic training standard; and 3) retain the 80-hour Investigation and Trial Preparation Course. The change is requested to accurately reflect the long standing hiring standard that is currently used by all county District Attorney Offices in California.

The District Attorneys' Investigator Basic Course has never been presented and likely never will be presented due to a lack of demand to send trainees and the presenters have no new or available funds to present a new basic course of instruction. It is proposed that the requested change be approved due to the impracticality of maintaining a course that cannot be delivered.

It is recommended the Commission approve the modifications and amendments as follows:

- (1) Modify commission regulation 1005(a)(2) to delete the District Attorney Investigators' Basic Course as the primary entry course for District Attorney Investigators. (Attachment A)
- (2) Modify Commission Regulation 1005(a)(4) to require the Regular Basic Course, as defined in Commission Procedure D-1-3, to be the entry-level basic training standard for District Attorney Investigators. (Attachment A)
- (3) Retain current language requiring successful completion of the 80 hour Investigation and Trial Preparation Course within 12 months of appointment as a regularly employed inspector or investigator of a District Attorney's Office.
- (4) Delete Commission Procedure D-1-4 to eliminate the District Attorney Investigators' Basic Course as the required basic training standard for P.C. 830.1 appointed District Attorney Investigators. References to the District Attorney Investigators' Course contained in D-1-1 and D-1-2 are also deleted (Attachment B)
- (5) Related technical changes as required.

Proposed notice and statement of reasons are enclosed as Attachment C.

If the Commission agrees to the changes identified herein, it is proposed that the Notice of Proposed Action Process be used. If no one requests a public hearing, these proposed changes would go into effect 30 days after approval by the Office of Administrative Law.

### **RECOMMENDATION**

It is recommended that the Commission, subject to the results of the Notice of Regulatory Action, approve modifications to regulations as described to delete the District Attorney Investigators' Basic Course and replace it with the Regular Basic Course and make related changes as proposed.

## CALIFORNIA CODE OF REGULATIONS

### Title 11. LAW

#### DIVISION 2: COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

##### Article 1: General

#### 1005. Minimum Standards for Training.

##### (a) Basic Training Standards (Required).

More specific information regarding basic training requirements is located in Commission Procedure D-1.

- (1) Every regular officer, except those participating in a POST-approved field training program, shall satisfactorily meet the training requirements of the Regular Basic Course before being assigned duties which include the exercise of peace officer power.

Requirements for the Regular Basic Course are set forth in PAM, section D-1-3.

A basic course peace officer trainee as described in Penal Code section 832.3(a) is authorized to exercise peace officer powers while engaged in a field training program conducted as an approved segment of a POST-certified basic course when the director of the basic training academy has received written approval from POST for a basic course field training program. Requests for approval must be submitted to POST on an Application for POST-Approved Field Training Program, POST form 2-229 (Rev. 3/89). Application forms are available from POST.

Requirements for approval of a basic course field training program are:

- (A) The trainees have completed the training requirements of Penal Code section 832.
  - (B) The trainees are participants in a structured learning activity under the direction of the basic training academy staff.
  - (C) The trainees are, during field training, under the direct and immediate supervision (physical presence) of a peace officer who has been awarded a POST basic certificate and who has completed a POST-certified field training officer course.
  - (D) The basic training director has secured the written commitment of the trainee's agency head to provide the trainee with the structured field training experience, as required by the director of the basic training academy, using a qualified field training officer as described in subparagraph (C).
- (2) Every regularly employed and paid as such inspector or investigator of a district attorney's office as defined in section 830.1 Penal Code who conducts criminal investigations shall be required to satisfactorily meet the training requirements of the ~~District Attorney Investigators~~ Regular Basic Course, PAM-section D-1-4. ~~Alternatively, the basic training standard for district attorney investigative personnel shall be satisfied by successful completion of the training requirements of the Basic Course, PAM, section D-1-3,~~

before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the Regular Basic Course need not be completed before they participate in a POST-approved field training program as described in subparagraph (1). The satisfactory completion of the POST certified Investigation and Trial Preparation Course, ~~PAM section D-1-4~~, is required within 12 months from the date of appointment as a regularly employed and paid as such inspector or investigator of a District Attorney's Office.

- (3) Every regularly employed and paid as such marshal or deputy marshal, of a municipal court, as defined in section 830.1 Penal Code, shall satisfactorily meet the training requirements of the Regular Basic Course, PAM, section D-1-3, before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the basic course need not be completed before they participate in a POST-approved field training program as described in subparagraph (1).
- (4) Every specialized officer, ~~except marshals, deputy marshals, and regularly employed and paid as such inspectors or investigators of a district attorney's office~~, shall satisfactorily meet the training requirements of the Regular Basic Course, PAM, section D-1-3, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency peace officers whose primary duties are investigative and have not satisfactorily completed the Regular Basic Course, the chief law enforcement administrator may elect to substitute the satisfactory completion of the training requirements of the P.C. 832 Arrest and Firearms Course and the Specialized Investigators' Basic Course, PAM, section D-1-5 4.

1005(b) thru 1005(j) continued

---

PAM section D-1-1 adopted effective September 26, 1990 and amended January 14, 1994, and August 7, 1996 is herein incorporated by reference.

PAM section D-1-2 adopted effective September 26, 1990 and amended January 11, 1992, January 14, 1994, August 7, 1996, and February 13, 1997 is herein incorporated by reference.

PAM section D-1-3 adopted effective April 15, 1982, and amended January 24, 1985, September 26, 1990, January 14, 1994, July 16, 1994, December 16, 1994, August 16, 1995, August 7, 1996, November 27, 1996, February 22, 1997, and August 17, 1997 is herein incorporated by reference.

~~PAM section D-1-4 adopted effective April 27, 1983, and amended January 24, 1985, September 26, 1990, and January 14, 1994 is herein incorporated by reference.~~

PAM section D-1-5 4 adopted effective October 20, 1983, and amended September 26, 1990, October 27, 1991, January 14, 1994 and May 7, 1995 is herein incorporated by reference.

PAM section D-1-7 5 adopted effective February 4, 1993 is herein incorporated by reference.

PAM section D-2 adopted effective April 15, 1982, and amended January 24, 1985 is herein incorporated by reference.

PAM section D-3 adopted effective April 15, 1982, and amended October 20, 1983 and January 29, 1988 is herein incorporated by reference.

PAM section D-4 adopted effective April 15, 1982 is herein incorporated by reference.

## POST ADMINISTRATIVE MANUAL

## COMMISSION PROCEDURE D-1

## BASIC TRAINING

## Purpose

**1-1. Basic Training Specifications:** This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) and that portion of the Reserve Officer Minimum Standards established in Section 1007(b) of the Regulations which relate to Basic Training. Basic Training includes the Regular Basic Course, ~~District Attorney Investigators' Basic Course~~, Specialized Investigators' Basic Course, Public Safety Dispatchers' Basic Course, and Coroners' Death Investigation Course.

## Training Requirements

**1-2. Requirements for Basic Training:** The minimum standards for basic training are described in sections 1-3 to 1-7. The Law Enforcement Code of Ethics shall be administered to students taking the Regular Basic Course, ~~District Attorney Investigators' Basic Course~~, and Specialized Investigators' Basic Course. Requirements for certification and presentation of these courses are specified in Regulations 1052 through 1056. Instructional methodology is at the discretion of individual course presenters unless specified otherwise in an incorporated training specification document developed for the course.

**1-3 Regular Basic Course Definitions and Requirements:** The terms used to describe testing and training requirements are defined in Section 1-3(a). Testing and training requirements vary by delivery format and are described in Section 1-3(b), *standard format*; Section 1-3(c), *reserve format*; and Section 1-3(d), *transition program - pilot format*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(i).

1-3(a) thru 1-3(d) continued

**1-4. ~~District Attorney Investigators' Basic Course Content and Minimum Hours:~~** ~~The District Attorney Investigators' Basic Course contains the following Functional Areas and minimum hours. District Attorney basic training may be met by satisfactory completion of the training requirements of the Regular Basic Course, plus the satisfactory completion of a certified Investigation and Trial Preparation Course.~~

## Functional Areas:

1.0	Professional Orientation	11 hours
2.0	Police Community Relations	16 hours
3.0	Law	52 hours
4.0	Laws of Evidence	20 hours
5.0	Communications	32 hours
6.0	Vehicle Operations	8 hours
7.0	Force and Weaponry	54 hours
8.0	Custody	4 hours
9.0	Physical Fitness and Defense Techniques	42 hours
10.0	Field Techniques	79 hours

*11.0	Criminal Investigation and Trial Preparation	50 hours
*12.0	Specialized Investigation Techniques	30 hours
*13.0	Civil Process	20 hours
	Practical Exercise/Scenario Testing	24 hours
	Written Examinations	20 hours
	<b>Total Minimum Required Hours</b>	<b>462 hours</b>

\*Functional Areas that form the basis of the POST-certified 80-hour Investigation and Trial Preparation Course:

**1-5.4. Specialized Investigators' Basic Course Definitions and Requirements:** The terms used to describe testing and training requirements are defined in paragraph 1-5(a). Testing and training requirements are described in paragraph 1-5(b). Testing, training, content and hourly requirements are provided in detail in *Training Specifications for the Specialized Investigators' Basic Course - 1995*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(i). The P.C. 832, Arrest and Firearms Course, described in Regulation 1081(a)(1), is a course prerequisite.

1-5(a) thru 1-7 continued

#### Historical Note:

Subparagraph 1-1 adopted and incorporated by reference into Commission Regulation 1005 effective September 26, 1990, and amended January 14, 1994 and August 7, 1996.

Subparagraph 1-2 adopted and incorporated by reference into Commission Regulation 1005 effective September 26, 1990, and amended January 11, 1992, January 14, 1994, August 7, 1996, and February 13, 1997.

Subparagraph 1-3 adopted and incorporated by reference into Commission Regulation 1005 on April 15, 1982, and amended on January 24, 1985, September 26, 1990, January 14, 1994, July 16, 1994, December 16, 1994, August 16, 1995, August 7, 1996, November 21, 1996, and February 22, 1997.

~~Subparagraph 1-4 adopted and incorporated by reference into Commission Regulation 1005 on April 27, 1983, and amended on January 24, 1985, September 26, 1990, and January 14, 1994.~~

Subparagraph 1-5 ~~4~~ adopted and incorporated by reference into Commission Regulation 1005 on October 20, 1983, and amended on September 26, 1990, October 27, 1991, January 14, 1994, and May 7, 1995.

Subparagraph 1-6 ~~5~~ adopted and incorporated by reference into Commission Regulation 1018 on December 29, 1988, and amended January 18, 1995.

Subparagraph 1-7 ~~6~~ adopted and incorporated by reference into Commission Regulation 1005 on February 4, 1993.

## Commission on Peace Officer Standards and Training

**NOTICE OF PROPOSED REGULATORY ACTION TO AMEND COMMISSION REGULATION 1005 AND THE DOCUMENT TRAINING SPECIFICATIONS FOR THE RESERVE TRAINING MODULE "D"**

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Sections 13503 of the Penal Code (powers of the Commission on POST), Section 13506 (authority for Commission on POST to adopt regulations), and Section 832.6, and in order to interpret, implement and make specific Sections 13510 (authority for the Commission on POST to adopt and amend rules establishing minimum standards for California law enforcement officers) and 13510.5 of the Penal Code (authority for the Commission on POST to adopt and amend standards for certain other designated California peace officers), proposes to adopt, amend or repeal regulations in Chapter 2 of Title 11 of the California Code of Regulations.

**INFORMATIVE DIGEST**

Existing Commission Regulations Section 1005(a)(2) requires that every regularly employed and paid as such district attorney investigator as defined in Section 830.1 P.C. shall satisfactorily meet the training standards of the District Attorney Investigator's Basic Course. This standard may also be alternatively met by successful completion of the training requirements of the Regular Basic Course. Pursuant to Section 1005 (a) (2) satisfactory completion of an 80 hour certified Investigation and Trail Preparation Course is also required within 12 months of appointment regardless of the entry basic course. A recent survey conducted by the California District Attorney Investigator's Association indicates that statewide all District Attorney Investigators (P.C. 830.1) are only being hired pursuant to the alternative method. This is where the applicant has already completed the Regular Basic Course or is required to complete the Regular Basic Course upon appointment. The primary training standard has never been used.

The 462-hour District Attorney Investigator's Basic Course was originally intended to be developed to meet the needs of District Attorney Investigators, however, District Attorneys uniformly believe that the comprehensive 664 - hour Regular Basic Course more adequately meets their staff needs. Therefore based on the statewide lack of agency need the 462-hour District Attorney Investigator's Basic Course curriculum was never developed and the course has never been presented.

The Executive Board of the California District Attorney Investigators' Association recently met with representatives of 35 county offices present. After lengthy discussion and analysis all Chiefs agreed that the District Attorney Basic Course should be removed as an entry course for District Attorney Investigators. They endorsed the alternative POST Regular Basic Course, with the current transitional 80 hour Investigation and Trail Preparation Course (within twelve months of appointment) to be the minimum standard for District Attorney Investigators (PC 830.1).

In response to this request, the Commission is proposing amendments to Regulation 1005(a)(2) and Commission Procedure D-1-4 to reflect a new minimum standard of training for district attorney investigators, the Regular Basic Course. Additional amendments (section renumbering) are proposed for Regulations 1005(a)(5), 1005(a)(6), 1005 incorporation by reference statements, Commission Procedures D-1-1 through D-1-8, D-11-4(b), 1018(d) and E-4-3.

This will not have any known effect on the hiring practices of District Attorney's Offices as this change in regulation will more accurately reflect statewide historical and current hiring practices.

## **PUBLIC COMMENT**

The Commission hereby requests written comments on the proposed actions. All written comments must be received at POST no later than 4:30 p.m. on ..... Written comments should be directed to Kenneth J. O'Brien, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Blvd., Sacramento, CA 95816-7083.

A public hearing is not scheduled. Pursuant to Government Code Section 11346.8 any interested person, or his or her duly authorized representative, may request in writing, no later than ....., that a public hearing be held.

## **ADOPTION OF PROPOSED REGULATIONS**

Following the close of the public comment period, the Commission may adopt the proposal substantially as set forth without further notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language, clearly indicated, will be made available at least 15 days before the date of adoption to all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified text for 15 days after the date of which the revised text is made available.

## **TEXT OF PROPOSAL**

Copies of the Statement of Reasons and exact language of the proposed action may be obtained by submitting a request in writing to the contact person at the address below. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commissions' normal business hours (8 a.m. to 5 p.m., Monday through Friday).

## **ESTIMATE OF ECONOMIC IMPACT**

Fiscal impact on Public Agencies including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Costs to Any Local Agency or School District for which Government Code Section 17561 Requires Reimbursement: None

Declaration Relating to Impact on All California Businesses Including Small Businesses: The Commission on Peace Officer Standards and Training, in the development of the proposed regulation, has assessed the potential for adverse economic impact on businesses in California and has found that the proposed amendment of Commission Procedure D-1 will have no effect. This finding was based on the determination that the proposed amendment to Commission Procedure D-1 in no way applies to businesses.

Cost impact on Private Persons or Entities: None

Housing Costs: None

### **ASSESSMENT**

The adoption of the proposed amendments to this regulation will neither create nor eliminate jobs in the state of California, nor result in the elimination of existing businesses or create or expand businesses in the state of California.

### **CONSIDERATION OF ALTERNATIVES**

*In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.*

### **CONTACT PERSON**

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Anna Del Porto, Associate Governmental Program Analyst, 1601 Alhambra Blvd., Sacramento, CA 95816-7083, or by telephone at (916) 227-4854.

## **Commission on Peace Officer Standards and Training**

### **JUSTIFICATION FOR AMENDMENTS TO REGULATION 1005(A)(2) AND COMMISSION PROCEDURE D-1-4.**

#### **INITIAL STATEMENT OF REASONS**

**Problem:** Existing Commission regulations do not accurately reflect the current hiring practices of district attorney offices throughout the state. Curriculum for the existing primary District Attorney Investigator Basic Course has never been developed by the Commission based on lack of client demand. The alternative training standard of the Regular Basic Course has become the exclusive training methodology for investigators hired pursuant to Penal Code 830.1.

**History :** Currently Commission Regulations Section 1005(a)(2) states that every regularly employed and paid as such district attorney investigator as defined in Section 830.1 P.C. shall satisfactorily meet the training standards of the District Attorney Investigator's Basic Course. This standard may also be alternatively met by successful completion of the training requirements of the Regular Basic Course. Pursuant to Section 1005(a)(2) satisfactory completion of an 80 hour certified Investigation and Trail Preparation Course is also required within 12 months of appointment regardless of the entry basic course. A recent survey conducted by the California District Attorney Investigator's Association indicates that all District Attorney Investigators (P.C. 830.1) are hired based on either the applicant already having completed the Regular Basic Course or being required to complete the Regular Basic Course upon appointment.

The 462-hour District Attorney Investigator's Basic Course was originally intended to be developed to meet the needs of District Attorney Investigators, however, District Attorneys uniformly believe that the comprehensive 664- hour Regular Basic Course more adequately meets their staff needs. Therefore based on the statewide lack of agency need the 462-hour District Attorney Investigator's Basic Course curriculum was never developed and the course has never been presented.

**Solution:** The Executive Board of the California District Attorney Investigators' Association recently met with representatives of 35 county offices present. After lengthy discussion and analysis all Chiefs agreed that the District Attorney Basic Course should be removed as an entry course for District Attorney Investigators. They endorsed the alternative POST Regular Basic Course, with the current transitional 80 hour Investigation and Trail Preparation Course (within twelve months of appointment) to be the minimum standard for District Attorney Investigators (PC 830.1).

In response to this request, the Commission is proposing amendments to Regulation 1005(a)(2) and Commission Procedure D-1-4 to reflect a new minimum standard of training for district attorney investigators, the Regular Basic Course.

The Commission proposes to delete the current requirement of the DA Investigators' Basic Course for the essential reason that it is not practical to maintain a course that cannot be

delivered. All content of that course is covered in either the Regular Basic Course or the Investigation and Trial Preparation course. Additional amendments (section renumbering) are proposed for Regulations 1005(a)(5), 1005(a)(6), 1005 incorporation by reference statements, Commission Procedures D-1-1 through D-1-8, D-11-4(b), 1018(d) and E-4-3.

**Justification for amendments to Regulation 1005(a)(4)**

The deletion of the reference to district attorney investigators from this section is for consistency with other proposed changes.

**Justification for amendments to Regulations D-1-1 and D-1-2.**

The amendment to delete reference to the District Attorney Investigator's Basic Course is made for consistency with other proposed changes.

**Justification for amendments to Regulations D-1-5, D-1-6, D-1-7.**

These sections have been renumbered to be consistent with other proposed changes.

**Justification for amendments to Regulation 1018 (d) and its incorporation by reference statements**

The amendment to the reference to PAM Procedure D-1-6 section number is made for consistency with other proposed changes.

**Justification for amendments to Regulation D-11-4 (b).**

The amendment to the reference to PAM Procedure D-1-6 section number is made for consistency with other proposed changes.

**Justification for amendments to Regulation 1005, incorporation by reference statements**

Due to the proposed deletion of Commission Procedure D-1-4, incorporation by reference statements are amended for consistency.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Report and Recommendation to Amend Regulation 1007(b)(2) and Procedure H on Limited Level I Reserves		Meeting Date January 22, 1998
Bureau Basic Training Bureau	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature: Kenneth L. O'Brien]</i>	Date of Approval 12-29-97	Date of Report November 17, 1997
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

### ISSUE

Should the Commission amend Regulation 1007(b)(2) and Procedure H dealing with non-designated Level I reserve officer training requirements and agency policy approvals?

### BACKGROUND

On April 20, 1995 the Commission approved regulations to implement the provisions of Senate Bill 1874 (effective 1-1-95) relating to reserve peace officers. The bill which implemented changes to Penal Code 832.6 required: 1) Level I reserve officers appointed after 1-1-97 to complete the Regular Basic Course; and (2) all Level I reserve officers, both designated and non-designated, to satisfy the continuing professional training (CPT) requirement prescribed by POST. This legislation further provided an exemption from the Basic Course requirement for agencies employing non-designated Level I reserve officers with limited duties.

Regulation 1007 (b)(2) was adopted to implement the new law and required agencies employing these officers to submit a request for exemption along with the agency policy which specified that these limited duty Level I officers did not perform duties which included prevention and detection of crime and the general enforcement of laws or that stated the non-designated Level I reserves were under the continuous and immediate supervision of a POST-certified officer while performing general law enforcement duties.

To date, no agency exemption requests have been approved pending the outcome of SB 786 being chaptered into law.

### ANALYSIS

Senate Bill 786, chaptered in 1997 and effective January 1, 1998, amended Penal Code Section 832.6. The amendments eliminated limited Level I reserves, expanded the duties of Level II and Level III reserves to work alone, and eliminated the continuous field training requirement for Level II reserve officers.

In a report to the Long Range Planning Committee it was agreed that when SB 786 became law, staff would propose changes to regulations that would delete requirements for limited Level I reserve officers and the exemption and policy approval portions contained in Regulation 1007. This report deals with the limited Level I reserve officer issues created by the new law. Any further changes that are necessary and required by the changes to Penal Code 832.6 will be completed during the management study of reserve issues that will begin on January 5, 1998. It is anticipated that other changes will be necessary as a result of the study, and those changes will be proposed and recommendations made to the Commission at the conclusion of the study.

This agenda item proposes amending, using the Notice of Proposed Regulatory Action Process, Regulation 1007 by deleting Regulation 1007 (b)(2)(A)(1) through (4). Attachment A outlines the proposed regulatory language that would be deleted. It would delete all references to limited Level I training requirements and requests for exemption for non-designated Level I reserve officers performing limited duties.

It is further proposed to amend Commission Procedure H to make some minor non-substantive changes to comply with reserve training standards and requirements. The recommended changes would be to: 1) delete Procedure H-1-2(e) which defines a limited, non-designated Level I reserve officer, and 2) amend Procedure H-3-3 to correctly identify hourly requirements for the Regular Basic Course as the minimum 664 hours already approved by the Commission, and delete training requirements for limited non-designated Level I reserve officers. Attachments B & C outline proposed regulatory language that would effect these changes.

### **RECOMMENDATION**

It is recommended that, subject to the Notice of Proposed Regulatory Action process, that: 1) Regulation 1007 (b)(2) be amended by deleting 1007(b)(2)(A)(1)-(4) and, 2) amending Procedure H-1-2(e) and H-3-3 to clarify training requirements for limited Level I reserve officers consistent with the changes in law. The amendments and changes would become effective when approved by the Office of Administrative Law.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
PROPOSED REGULATION

1007. Reserve Officer Minimum Standards.

(a)(1) thru (a)(8) continued

(b) Every reserve peace officer shall be trained in conformance with the following requirements:

- (1) Every designated Level I reserve peace officer (defined in PAM, section H-1-2(a)), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily meet the training requirements of the Regular Basic Course (PAM, section D-1-3).

Every designated Level I reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d).

- (2) Every non-designated Level I reserve peace officer (defined in PAM, section H-1-2(a)) and appointed after January 1, 1997, before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete the training requirements of the Regular Basic Course set forth in PAM, section D-1-3). ~~A law enforcement agency head may request an exemption [as described in Regulation 1007(b)(2)(A)] from this training requirement.~~

Every non-designated Level I reserve peace officer appointed on or prior to 1-1-97, before being assigned duties which include the exercise of peace officer powers, shall satisfactorily complete the POST-certified Reserve Training Modules A, B, and C, and complete 200 hours of POST-certified field training (see PAM, sections D-13 and H-3-8), or shall satisfactorily meet the training requirements of the Regular Basic Course (see PAM, section D-1-3).

Every non-designated Level I reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d)).

(A) ~~Requests for exemption for non-designated Level I reserves performing limited duties.~~

1. ~~All requests for an exemption of the Regular Basic Course training requirement, specified in Regulation 1007(b)(2), shall be submitted to the Commission in writing, signed by the agency head and shall include a copy of the agency policy which specifies that the duties performed by the agency's non-designated Level I reserves do not include "prevention and detection of crime and the general enforcement of laws" (as defined in Procedure H-1-2(h)), or the policy shall state that the non-designated Level I reserves are under the continuous and immediate supervision of a POST-certificated regular officer while performing general law enforcement duties. When the policy states that the non-designated Level I reserves' duties do not include general enforcement of laws, then the policy shall also specify the duties that are performed by the non-designated Level I reserves; e.g., traffic control, prisoner transportation, jail, crime prevention,~~

~~vacation home checks, and crowd control.~~

- ~~2. A decision on all requests for exemption shall be reached within 30 days. The Commission's written response shall inform the requesting agency that either the exemption is granted, denied (with explanation for denial), or incomplete. If the request is incomplete, it shall be returned explaining it is deficient and what information is required. Resubmitted requests shall be responded to in the same manner as the initial request.~~
  - ~~3. The training requirements for limited, non-designated Level I reserves [defined in PAM, section H-1-2(e)] shall be the same training requirements as the non-designated Level I reserve employed on or prior to 1-1-97, as described in Regulation 1007(b)(2).~~
  - ~~4. Exemptions from the Regular Basic Course training requirement are granted to the agency and not the individual reserve officers. If a limited, non-designated Level I Reserve Officer employed by an agency granted an exemption transfers to an agency that has not been granted an exemption, that reserve officer must meet the Regular Basic Course training requirement specified in Regulation 1007(b)(2), in order to perform the duties of a Level I reserve.~~
- (3) Every Level II reserve peace officer (defined in PAM, section H-1-2(b)), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete the POST-certified Reserve Training Modules A and B (see PAM, Section H-3-3).
  - (4) Every Level III reserve peace officer (see PAM, Section H-1-2(c), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete the POST-certified Reserve Training Module A (see PAM, Section H-3-3).
- (c) To be eligible for the award of the Reserve Officer Certificate, a reserve peace officer shall be selected in conformance with the provisions of paragraph (a), be currently appointed or deputized as a reserve peace officer as described in Penal Code Section 830.6(a), meet the selection requirements for Level I reserve peace officer assignment, and have completed the training and general law enforcement experience as described in paragraph (b)(1) and in PAM, section H-4.

---

Historical Note:

PAM Section H-1 adopted effective July 15, 1982, and amended June 15, 1990, and February 22, 1996 is herein incorporated by reference.

PAM Section H-3 adopted effective July 15, 1982, and amended January 16, 1987, June 15, 1990, July 1, 1992, and February 22, 1996 is herein incorporated by reference.

PAM section H-4 adopted effective July 15, 1982 and amended October 10, 1990 is herein incorporated by reference.

## POST ADMINISTRATIVE PROCEDURES MANUAL

### COMMISSION PROCEDURE H-1

#### DEFINITIONS

##### Purpose

1-1. This Commission procedure sets forth definitions pertaining to the Reserve Officer Program which are not included in Commission Regulation 1001.

1-2. **Definitions.** For purposes of clarifying Penal Code Section 832.6, and establishing uniformity in implementing and conducting the POST Reserve Officer Program, the following definitions apply:

- (a) "A Level I reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(1), and who is assigned specific police functions whether or not working alone (830.6(a)(1)) OR to the prevention and detection of crime and the general enforcement of the laws of this state (830.6(a)(2)) whether or not working alone.
  - (1) The authority of a "non-designated" Level I reserve shall extend only for the duration of assignment to specific police functions.
  - (2) The authority of a "designated" Level I reserve, assigned to the prevention and detection of crime and the general enforcement of the laws of this state, shall include the full powers and duties of a peace officer as provided by Section 830.1.
- (b) "A Level II reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(2), who works under the immediate supervision of a peace officer possessing a basic certificate, and is assigned to the prevention and detection of crime and the general enforcement of the laws of this State.
- (c) "A Level III reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(3), who is deployed in such limited functions as would not usually require general law enforcement powers.
- (d) "Exempted reserve" means a reserve peace officer appointed prior to January 1, 1979 for whom training requirements of Penal Code Section 832.6 have been waived by the appointing authority by reason of the reserve officer's prior training and experience.
- (e) ~~"Limited, non-designated Level I reserve" means a non-designated Level I reserve employed by a law enforcement agency that has received a Commission approved exemption [see PAM, section 1007(b)(2)(A)] from the Regular Basic Course training requirements specified in 1007(b)(2).~~
- (fe) "Level II Reserve Field training program approved by POST" means a formalized on-the-job training program with instruction presented by experienced officers who are deemed qualified to instruct by the department head.
- (gf) "Immediate supervision for Level II reserves" means the reserve officer acts under the direction of a peace officer, possessing a basic certificate, who is routinely in the physical proximity of and available to the reserve officer; however, allowance is permitted for necessary temporary separations.

- (hg) "Peace officer possessing a basic certificate" refers to a regular officer or a reserve officer who has been issued a regular POST Basic Certificate.
- (ih) "Prevention and detection of crime and the general enforcement of laws" refers to the peace officer authority of a Level I or Level II reserve officer assigned to investigate crime, or patrol a geographic area and personally handle the full range of requests for police services, and take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.
- (ji) "Working alone" refers to a qualified Level I reserve officer who works without immediate supervision and makes independent decisions. Two qualified Level I reserves, or a qualified Level I reserve and a regular officer, are not precluded from working together.

---

**Historical Note:**

Procedure H-1 was adopted and incorporated by reference into Commission Regulation 1007 on July 15, 1982, and subsequently amended June 15, 1990, and February 22, 1996.

## POST ADMINISTRATIVE PROCEDURES MANUAL

### COMMISSION PROCEDURE H-3

### RESERVE OFFICER TRAINING

#### Purpose

3-1. This Commission procedure sets forth the minimum training standards for reserve officers, explains exemptions and the application of previous training as a method of meeting standards, and addresses the required field training for Level I and Level II reserve peace officers.

#### Training Standard

3-2. **Minimum Training Standard:** Minimum training relates to the training requirements for the level of assignment and duties being performed by reserve peace officers. The level of assignments are defined in Penal Code Section 832.6. The minimum training standards for Reserve Levels I, II and III are outlined Regulation 1007.

- (a) Between January 1, 1981 and January 1, 1984, the minimum 200 hours of non-designated Level I Reserve Peace Officer Training may also be fulfilled by satisfactory completion of any POST-certified reserve training course(s) of 200 or more hours and 200 hours of structured field training, provided the reserve peace officer's department head attests that all requirements of Modules A, B and C have been met. (During this period, completion of less than 200 hours of POST-certified Reserve Peace Officer Training, that includes Modules A and B, shall in addition require completion of a POST-certified Module C Course to meet the minimum training standards for non-designated Level I reserves.)
- (b) To be eligible to exercise full powers and duties of a peace officer as provided by Penal Code Section 830.1 (Reference Penal Code Section 832.6(b)), any reserve peace officer appointed prior to January 1, 1981, who has not satisfactorily met the Commission's training requirements of the regular Basic Course (PAM, Section D-1-3) and has been determined by the appointing authority to be qualified to perform general law enforcement duties by reason of the person's training and experience, must have been issued the Reserve Officer Certificate prior to January 1, 1981.
- (c) Equivalent training may be established through the Basic Course Waiver Evaluation and Examination Process described in PAM Section D-11.

3-3. **Reserve Officer Minimum Hour Requirements:** Reserve Officer training, as required by Regulation 1007, shall be completed prior to assignment of peace officer duties as follows:

#### MINIMUM HOUR REQUIREMENTS

Module A - 64 hours	Field Training - 200 hours
Module B - 90 hours	Regular Basic
Module C - 68 hours	Course* - <del>560</del> 664 hours
	*or equivalent (Reg. 1008)

Level III Reserve

Module A

Level II Reserve	Modules A, and B
Non-designated Level I Reserve appointed on or before 1-1-97	Modules A, B, and C plus field training
Non-designated Level I Reserve appointed after 1-1-97	Regular Basic Course*
<del>Limited, non-designated Level I Reserve with exemption [see Regulation 1007(b)(2)(A)] after 1-1-97</del>	<del>Modules A, B, and C plus field training</del>
Designated Level I Reserve	Regular Basic Course*

3-4 thru 3-11 continued

---

**Historical Note:**

Procedure H-3 was adopted and incorporated by reference into Commission Regulation 1007 on July 15, 1982, and subsequently amended February 14, 1987, June 15, 1990, July 1, 1992, and February 22, 1996.

## Commission on Peace Officer Standards and Training

### NOTICE OF PROPOSED REGULATORY ACTION TO AMEND COMMISSION REGULATION 1007

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Sections 13503 of the Penal Code (powers of the Commission on POST), Section 13506 (authority for Commission on POST to adopt regulations), and Section 832.6, and in order to interpret, implement and make specific Sections 13510 (authority for the Commission on POST to adopt and amend rules establishing minimum standards for California law enforcement officers) and 13510.5 of the Penal Code (authority for the Commission on POST to adopt and amend standards for certain other designated California peace officers), proposes to adopt, amend or repeal regulations in Chapter 2 of Title 11 of the California Code of Regulations.

#### INFORMATIVE DIGEST

On April 20, 1995 the Commission approved regulations to implement the provisions of Senate Bill 1874 (effective 1-1-95) relating to reserve peace officers. The bill, which implemented changes to Penal Code 832.6 required, among other provisions, an exemption from the Basic Course requirement for agencies employing non-designated Level I reserve officers with limited duties. Regulation 1007 (b)(2) was adopted to implement the new law.

Senate Bill 786 (effective 1-1-97) implements further changes to Penal Code Section 832.6. The changes eliminate limited Level I reserve officers and the need for exemption policies adopted as part of Regulation 1007(b)(2). In keeping with these new provisions of law Commission Regulation 1007 and Procedure H need to be amended to delete references to Limited Level I reserve officers and the specific approval of policies that impacted the training requirements for this level of reserve officer. These law changes are effective January 1, 1998 and the Commission is proposing these changes to delete references to now outdated statutes.

#### PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions. All written comments must be received at POST no later than 4:30 p.m. on ..... Written comments should be directed to Kenneth J. O'Brien, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Blvd., Sacramento, CA 95816-7083.

A public hearing is not scheduled. Pursuant to Government Code Section 11346.8 any interested person, or his or her duly authorized representative, may request in writing, no later than ....., that a public hearing be held.

#### ADOPTION OF PROPOSED REGULATIONS

Following the close of the public comment period, the Commission may adopt the proposal substantially as set forth without further notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language, clearly indicated, will be made available at least 15 days before the date of adoption to all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified text for 15 days after the date of which the revised text is made available.

## **TEXT OF PROPOSAL**

Copies of the Statement of Reasons and exact language of the proposed action may be obtained by submitting a request in writing to the contact person at the address below. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commissions' normal business hours (8 a.m. to 5 p.m., Monday through Friday).

## **ESTIMATE OF ECONOMIC IMPACT**

Fiscal impact on Public Agencies including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Costs to Any Local Agency or School District for which Government Code Section 17561 Requires Reimbursement: None

Declaration Relating to Impact on All California Businesses Including Small Businesses: The Commission on Peace Officer Standards and Training, in the development of the proposed regulation, has assessed the potential for adverse economic impact on businesses in California and has found that the proposed amendment of Commission Procedure D-1 will have no effect. This finding was based on the determination that the proposed amendment to Commission Procedure D-1 in no way applies to businesses.

Cost impact on Private Persons or Entities: None

Housing Costs: None

## **ASSESSMENT**

The adoption of the proposed amendments to this regulation will neither create nor eliminate jobs in the state of California, nor result in the elimination of existing businesses or create or expand businesses in the state of California.

## **CONSIDERATION OF ALTERNATIVES**

In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.

## **CONTACT PERSON**

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Anna Del Porto, Associate Governmental Program Analyst, 1601 Alhambra Blvd., Sacramento, CA 95816-7083, or by telephone at (916) 227-4854.

## **Commission on Peace Officer Standards and Training**

### **REGULATORY ACTION: TO AMEND COMMISSION REGULATION 1007**

#### **INITIAL STATEMENT OF REASONS**

##### **Background:**

On April 20, 1995 the Commission approved regulations to implement the provisions of Senate Bill 1874 (effective 1-1-95) relating to reserve peace officers. Regulation 1007 (b)(2) was adopted to implement the new law.

Senate Bill 786 (effective January 1, 1998) implements changes to Penal Code Section 832.6. Commission Regulation 1007 and Procedure H need to be amended to delete references to limited Level I reserve officers and specific approval of policies that impacted the training requirements for this level of reserve officer. The new provisions of law take effect on January 1, 1998 and the Commission is proposing to amend these regulations by deleting references to now outdated statutes.

##### **Justification for Amendments to Regulation 1007 and Procedure H:**

Provisions of Senate Bill 786, amending Penal Code Section 832.6, become effective January 1, 1998. The Commission is proposing the following amendments and changes:

##### **Regulation 1007:**

It is proposed to amend Regulation 1007(b)(2) by deleting 1007 (b)(2)(A)(1)-(4) to delete references to now outdated statutes.

##### **Procedure H:**

H-1-2(e) should be deleted which defines a limited, non-designated Level I reserve officer because of the elimination of this level of reserve officer by amendments to Section 832.6.

H-3-3 should be changed from 560-hours to the current 664-hour standard for the Regular Basic Course that has been approved by the Commission.

H-3-3 needs to be corrected to delete the training requirements for limited, non-designated Level I reserve officers due to the amendments to Section 832.6.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposed Changes to Training Specifications for Reserve Training - Module D		Meeting Date January 22, 1998
Bureau Basic Training Bureau	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 12-19-97	Date of Report October 29, 1997
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission approve, subject to the Proposed Notice of Regulatory Action, changes to the document *Training Specifications for Reserve Training - Module "D"* to maintain currency and consistency with the document *Training Specifications for the Regular Basic Course*?

BACKGROUND

Penal Code Section 832.6 requires POST to develop a supplemental course to enable reserve officers to satisfy requirements of the Regular Basic Course without unnecessary redundancy of completed Level I and Level II reserve training. Pursuant to this mandate the Commission approved the *Training Specifications for Reserve Training - Module "D"* in July 1995. These module "D" specifications were designed to include all Regular Basic Course training specifications and excluding those specifications that are instructed as part of Reserve Modules A, B, and C training courses. Since adoption of the Module "D" specification document ongoing updates to the Regular Basic Course training specifications have regularly been approved by the Commission. It is necessary to update the Module "D" specifications to make them consistent with the Regular Basic Course.

ANALYSIS

As the Regular Basic Course training specifications are updated the reserve Module "D" training specifications must be updated so that completion of Modules A, B, C, and D will satisfy the basic training requirement. The intent of this report is to make amendments to the document, *Training Specifications for Reserve Module "D"* to incorporate relevant changes made in the *Training Specifications for the Regular Basic Course* in April and July 1997 and to correlate instructional goals between the two documents. These amendments are proposed for consistency in delivery of the Basic Course.

Changes for Learning Domains #2 (Criminal Justice System), #3 (Community Relations), #39 (Crimes Against the Justice System), and #40 (Weapons Violations) were previously approved by the Commission at its April 24, 1997 meeting.

Changes to Learning Domain #35 (Firearms/Chemical Agents) were previously approved on July 17, 1997.

Identified in Attachment A are these four learning domains for inclusion in Training Specifications for Reserve Training - Module "D" which incorporate proposed changes paralleling those previously made to the Regular Basic Course learning domains. In approving these changes the Commission will insure that all training specifications in topics, learning activities, tests are the same throughout both the Regular Basic Course and Module "D", and that Basic Course instructional goals are correlated to all performance objectives and commensurate terminal learning domain tests.

This agenda item is before the Commission to consider approving specification changes to Module "D" that are based upon amendments as approved by the Commission for the Regular Basic Course. An amendment to Regulation 1005 will be necessary to identify the date that the Module "D" training specification document was amended (Attachment B).

Changes to the Basic Course curriculum and training specifications occur on a regular schedule throughout the year. These changes are routinely reviewed by Basic Course consortium members and the California Academy Directors' Association before they are presented to the Commission for approval. It is proposed that, in the future, whenever training specifications are changed and approved by the Commission for the Regular Basic Course, the corresponding training specifications for reserve training modules be automatically and simultaneously approved at the same time. All of the proposed curriculum and training specification changes will be identified in one agenda item for approval by the Commission.

Proposed curriculum changes must be adopted pursuant to the Administrative Procedures Act and it is proposed that the Notice of Proposed Regulatory Action Process be used for these changes.

#### RECOMMENDATION

Subject to the results of the Proposed Notice of Regulatory Action approve the amendment to Regulation 1005 and the revisions to the document Training Specifications for Reserve Training Module "D".

RESERVE TRAINING MODULE D

SPECIFICATIONS FOR LEARNING DOMAIN #02  
CRIMINAL JUSTICE SYSTEM

~~January 1, 1996~~ April 1, 1998

I. INSTRUCTIONAL GOALS

The goals of instruction on the **Criminal Justice System** are to provide students with an understanding of the components of the criminal justice system, their functions and how they interrelate.

II. REQUIRED TOPICS

The following topics shall be covered:

A. Probation and parole

III. REQUIRED TESTS

~~None~~ The POST-constructed knowledge test for Learning Domain #02

IV. REQUIRED LEARNING ACTIVITIES

None

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **2 hours** of instruction on the criminal justice system.

VI. ORIGINATION DATE

January 1, 1996

VII. REVISION DATES

April 1, 1998

## RESERVE TRAINING MODULE D

### SPECIFICATIONS FOR LEARNING DOMAIN #03 COMMUNITY RELATIONS

~~January 1, 1996~~ April 1, 1998

#### I. INSTRUCTIONAL GOALS

The goals of instruction on **Community Relations** are to provide students with:

- A. an understanding of tactical communication ~~and verbal persuasion concepts~~ techniques and methods to obtain voluntary compliance;
- B. the ability to use tactical communication techniques to ~~diffuse~~ defuse conflict and obtain voluntary compliance ~~from uncooperative persons~~; and
- C. the ability to apply problem-solving concepts to a variety of law enforcement situations; and
- D. an understanding of the benefits of maintaining effective news media relations

#### II. REQUIRED TOPICS

The following topic shall be covered:

- A. ~~General concepts of tactical communication, verbal persuasion, and persuasive rhetoric~~
- BA. The five-step process for obtaining voluntary compliance ~~(as described in POST Regular Basic Course Instructor Unit Guide #3)~~ to include:
  - 1. Ask
  - 2. Set context
  - 3. Present options
  - 4. Confirm
  - 5. Act

- GB. ~~Problem-solving models (e.g., the SARA model of Scanning, Analysis, Response, and Assessment as described in POST Regular Basic Course Instructor Unit Guide #3)~~that include elements of scanning, analysis, response and assessment
- BC. ~~Releasing information to the press~~The benefits of maintaining effective news media relations

### III. REQUIRED TESTS

- A. ~~A scenario test involving a law enforcement contact other than a vehicle stop where tactical communication skills are used to obtain voluntary compliance of an uncooperative person~~  
Given an exercise depicting a violation in which the officer's goal is to cite and release and in which the subject is initially noncompliant with verbal instructions to produce identification, the student will demonstrate the tactical communications skills to resolve the conflict including all the following steps:
1. Making an "ethical appeal" based upon a peace officer's professional presence and providing the subject with an opportunity to voluntarily comply (asking)
  2. Identifying the law, policy, or rationale that applies to the situation, answering the subject's implied question "why?", and providing another opportunity for the subject to voluntarily comply (setting context)
  3. Explaining the options or courses of action which could be taken by the peace officer and their potential personal consequences to the subject, and providing the subject with yet another opportunity to voluntarily comply (presenting options)
  4. Providing the subject with a final opportunity to voluntarily comply (confirming)
  5. Taking the action appropriate to the situation if the subject fails to voluntarily comply (e.g., arrest)
- B. ~~A scenario test involving a vehicle stop where tactical communication skills are used to obtain voluntary compliance of an uncooperative person~~  
Given an exercise involving a vehicle stop, the student will demonstrate the following eight steps:
1. Greeting

2. Identifying self and department
3. Explaining the reason for the stop
4. Asking if there is any justification for their actions
5. Requesting driver's license
6. Requesting vehicle registration
7. Making decision to warn, cite, or arrest
8. Closing appropriate to decision

#### IV. REQUIRED LEARNING ACTIVITIES

- A. ~~A learning activity involving a facilitated discussion of peace officer contacts with the public~~The student will participate in a learning activity that will reenforce the understanding of the:
  1. Roles and responsibilities of peace officers relative to the incident, including:
    - a. Order maintenance
    - b. Crime prevention
    - c. Public education
    - d. Delivery of service
    - e. Enforcement of the law
  2. Expectations of the peace officer's performance from the viewpoint of the:
    - a. Community
    - b. Government (particularly the local governing body such as City Council, Board of Supervisors, etc.)
    - c. Persons directly involved in the incident
    - d. Officer's employing department

e. Officer's peers

f. Officer

3. Criteria commonly used by the public to evaluate the effectiveness of law enforcement services to include the peace officer's:

a. Use of time and equipment when not responding to calls for service

b. Response time

c. Behavior and appearance

d. Judgment

e. Problem-solving or conflict resolution skills

4. Stereotypes that the public may have about law enforcement

B. ~~A learning activity involving a facilitated discussion of crime risks and crime prevention concepts~~The student will participate in a learning activity that will reinforce the student's understanding of steps that can be taken to reduce or prevent crime including:

1. Identification of the crime risk or problem

2. Analyze crime history or patterns

3. Implement strategies that remove or reduce the opportunity for a crime to occur

G. ~~A learning activity involving a facilitated discussion/critique of telephone contacts~~

~~DC.~~ A learning activity involving a facilitated discussion of law enforcement contacts with the public which includes the following conditions when words fail:

1. Security

2. Attack

3. Flight

4. Excessive repetition

5. Revised priorities

the five-step process for obtaining voluntary compliance to include:

1. Asking

2. Setting context

3. Presenting options

4. Confirming

5. Appropriate action

and the eight-step process for conducting a vehicle stop to include:

1. Greeting

2. Identifying self and department

3. Explaining the reason for the stop

4. Asking if there is any justification for their actions

5. Requesting driver's license

6. Requesting vehicle registration

7. Making decision to warn, cite or arrest

8. Closing appropriate to decision

ED. ~~A learning activity involving a facilitated discussion based on a law enforcement-related problem in which the student is required to apply the SARA model to resolve the problem~~The student will participate in a learning activity to reenforce an understanding of the steps involved in the solving of law enforcement-related problems including:

1. Identifying the problem

2. Analyzing the problem

3. Developing alternatives

4. Selecting the solution
5. Implementing a decision
6. Conducting an ongoing evaluation

V. **HOURLY REQUIREMENTS**

Students shall be provided with a minimum of **9 hours** of instruction on community relations.

VI. **ORIGINATION DATE**

January 1, 1996

VII. **REVISION DATES**

April 1, 1998

**RESERVE TRAINING MODULE D**  
**SPECIFICATIONS FOR LEARNING DOMAIN #35**  
**FIREARMS/CHEMICAL AGENTS**

~~January 1, 1996~~ April 1, 1998

**I. INSTRUCTIONAL GOALS**

The goals of instruction on **Firearms** are to provide students with:

- A. the ability to use a handgun effectively in combat situations; and
- B. the ability to use a shotgun effectively in combat situations.

The goals of instruction on **Chemical Agents** are to provide students with:

- C. the ability to use a gas mask safely and effectively; and
- D. an understanding of the effects of nonlethal chemical agents.

**II. REQUIRED TOPICS**

The following topics shall be covered:

- A. Handgun and shotgun marksmanship
- B. Shooting positions: handguns and shotguns
- C. Evolution of chemical agents
- D. Legal aspects of chemical agents
- E. Types of chemical agents
- F. Orientation to chemical agent delivery systems
- G. Aerosol chemical agent deployment tactics
- H. Care and Maintenance of aerosol chemical agents devices
- I. Disposal of aerosol chemical agent devices
- J. Physiological and psychological effects of nonlethal chemical agents

K. Decontamination ~~procedures~~techniques

L. Care and use of gas masks

### III. REQUIRED TESTS

The following tests shall be administered:

A. ~~An exercise test that requires the student to demonstrate loading, unloading, drawing, holstering and clearing malfunctions in a handgun~~

B. ~~An exercise test that requires the student to demonstrate loading, unloading, and clearing malfunction in a shotgun~~

C. ~~An exercise test that requires the student to demonstrate the following handgun shooting positions: crouch, point shoulder, barricade, prone, kneeling, and hip~~

DA. An daytime exercise test that requires the student, while wearing body armor and duty equipment, to ~~shoot~~fire a minimum of 60 rounds and obtain an acceptable accuracy score (determined by the academy), ~~under daylight conditions~~, on a handgun course(s) consisting of single and/or multiple silhouette targets. Thirty rounds shall be fired from a distance of one to seven yards. The remaining rounds must be fired from a distance of seven to fifteen yards or greater using the service handgun and weapon sights. During the course(s) of fire the student is required to clear any malfunction that occurs, load and reload the handgun using the loading device authorized by the academy. The course(s) of fire shall be under time restrictions and the student will safely demonstrate the following principles of handgun shooting:

1. Stance
2. Grip
3. Holster to stance/presentation
4. Breath control
5. Sight alignment
6. Trigger control
7. Follow-through

EB. An low light/nighttime exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of 60 rounds and obtain an acceptable accuracy score (determined by the academy), ~~under nighttime conditions~~, on a handgun course(s) consisting of single and/or multiple silhouette targets. Thirty rounds shall be fired from a distance of one to seven yards. The remaining rounds must be fired from a distance of seven to fifteen yards or greater using the service handgun and weapon sights. During the course(s) of fire the student is required to clear any malfunction that occurs, load and reload the handgun using the loading device authorized by the academy. The course(s) of fire shall be under time restrictions and the student will safely demonstrate the following principles of handgun shooting:

1. Stance
2. Grip
3. Holster to stance/presentation
4. Breath control
5. Sight alignment
6. Trigger control
7. Follow-through

FC. An exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of 30 rounds and obtain an acceptable accuracy score (determined by the academy), under daylight conditions, on a handgun combat range. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the handgun using the loading device authorized by the academy
4. Threat assessment
5. Multiple targets

6. Left and right hand positions
  7. Multiple shooting positions
  8. Use of cover and concealment
- G. ~~An exercise test that requires the student to shoot a handgun combat range after being stressed by an anaerobic physical activity and obtain an acceptable score (determined by the academy)~~
- HD. An exercise test that requires the student, while wearing body armor and duty equipment, to ~~shootfire~~ a minimum of 30 rounds and obtain an acceptable accuracy score (determined by the academy), under low light/nighttime conditions, on a handgun combat range. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:
1. Time restrictions
  2. Requirements that the student clear any malfunctions that occur
  3. Requirements that the student load and reload the handgun using the loading device authorized by the academy
  4. Threat assessment
  5. Multiple targets
  6. Left and right hand positions
  7. Multiple shooting positions
  8. Use of cover and concealment
- IE. An exercise test that requires the student, while wearing body armor and duty equipment, to ~~shootfire~~ a minimum of ~~six~~twelve rounds and obtain an acceptable accuracy score (determined by the academy), under daylight conditions, on a shotgun combat range, course with single and multiple silhouette targets. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:
1. Time restrictions

2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the shotgun
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

JF. An exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of sixtwelve rounds and obtain an acceptable accuracy score (determined by the academy), under low light/nighttime conditions, on a shotgun combat range, course with single and multiple silhouette targets. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the shotgun
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

K. ~~An exercise test that requires the student to safely and effectively use a gas mask~~

L. ~~An exercise test that requires the student to demonstrate good handgun shooting technique including stance, grip, breath control, sight alignment, trigger control and follow through~~

- M. ~~An exercise test that requires the student to demonstrate good shotgun shooting technique including stance, breath control, point aiming, trigger control and follow through~~
- N. ~~An exercise test that requires the student to demonstrate care and cleaning of handguns~~

#### IV. REQUIRED LEARNING ACTIVITIES

- A. Given a simulation, the student shall be exposed to a nonlethal, riot-control chemical agent. The simulation should involve the following:
  - 1. Exposure to a nonlethal, riot control chemical agent
  - 2. Proper use of a gas mask including the preinspection, fitting and clearing of the mask
  - 3. Decontamination techniques
- B. Given a simulation, the student shall be exposed to a nonlethal, aerosol chemical agent. The simulation should involve the following:
  - 1. Exposure to a nonlethal, aerosol chemical agent
  - 2. Proper care, maintenance and deployment of a nonlethal, aerosol chemical agent
  - 3. Decontamination techniques
- C. The student shall participate in a learning activity designed to reenforce the ability to manipulate their assigned service handgun.

If the weapon is a pistol, the learning activity shall minimally include the following techniques to manipulate the pistol in both the left and right hand:

- 1. Render the weapon safe
- 2. Release slide
- 3. Lock slide open
- 4. Rack slide
- 5. Holster weapon

6. Unholster weapon
7. Load weapon
8. Unload weapon from the holster
9. Clear any malfunctions

If the weapon is a revolver, the learning activity shall minimally include the following techniques to manipulate the revolver in both the left and right hand:

1. Render the weapon safe
2. Open cylinder
3. Close cylinder
4. Holster weapon
5. Unholster weapon
6. Load weapon with authorized loading device
7. Clear any malfunctions

D. The student shall participate in a learning activity to reenforce the ability to inspect, clean and properly maintain their service handgun. The activity shall minimally include techniques to:

1. Visually inspect the weapon
2. Properly clean the weapon
3. Ensure the weapon is maintained according to the manufacturer's specifications.

E. The student shall participate in a learning activity to reenforce the ability to manipulate a shotgun. The activity shall minimally include techniques to:

1. Inspect an open shotgun for rounds
2. Inspect the functioning of the firing mechanism
3. Load the shotgun properly

4. Load and unload the shotgun when no round is chambered and the weapon is cocked and uncocked

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **40 hours** of instruction on firearms and chemical agents.

VI. ORIGINATION DATE

January 1, 1996

VII. REVISION DATES

April 1, 1998

## RESERVE TRAINING MODULE D

### SPECIFICATIONS FOR LEARNING DOMAIN #39 CRIMES AGAINST THE JUSTICE SYSTEM

~~January 1, 1996~~ April 1, 1998

#### I. INSTRUCTIONAL GOAL

The goal of instruction on **Crimes Against the Justice System** is to provide students with the ability to recognize when a crime against the justice system has occurred, to identify the crimes by their common crime names, and to classify them as either misdemeanors or felonies

#### II. REQUIRED TOPICS

The following topics shall be covered:

- A. Perjury
- B. Unlawful assembly
- C. Rout, riot, and incitement to riot
- D. Providing false ~~information~~ identity to a peace officer
- E. Intimidation of a victim/witness
- F. Violation of a court order
- G. False report of an emergency
- H. False report of a destructive device

#### III. REQUIRED TESTS

The POST-constructed knowledge test for Learning Domain #39

#### IV. REQUIRED LEARNING ACTIVITIES

None

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **2 hours** of instruction on crimes against the justice system.

VI. ORIGINATION DATE

January 1, 1996

VII. REVISION DATES

April 1, 1998

## RESERVE TRAINING MODULE D

### SPECIFICATIONS FOR LEARNING DOMAIN #40 WEAPONS VIOLATIONS

~~January 1, 1996~~ April 1, 1998

#### I. INSTRUCTIONAL GOAL

The goal of instruction on **Weapons Violations** is to provide students with the ability to recognize when a weapons violation has occurred, to identify the crimes by their common names, and to classify them as misdemeanors or felonies.

#### II. REQUIRED TOPICS

The following topics shall be covered:

- A. Shooting at ~~an inhabited dwelling, vehicle, aircraft, etc.~~
- B. Manufacture, import, sale, supply or possession, ~~or import~~ of a deadly weapon
- C. Possession of a firearm by ~~certain prohibited persons~~ felons, narcotic addicts, selected misdemeanants, or persons subject to temporary restraining orders
- D. Possession or use of tear gas or a tear gas weapon ~~chemical agents~~
- E. Gun-free school zone ~~or~~ weapons on school grounds and other prohibited locations
- F. Exceptions to the law relating to possession of a concealed firearm ~~law~~
- G. Unsafe storage of a firearm
- H. Possession of certain controlled substances while armed with a firearm
- I. Discharging a firearm in a grossly negligent manner
- J. Possession of a loaded firearm with intent to commit a felony

#### III. REQUIRED TESTS

The POST-constructed knowledge test for Learning Domain #40

IV. REQUIRED LEARNING ACTIVITIES

None

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **2 hours** of instruction on weapons violations.

VI. ORIGINATION DATE

January 1, 1996

VII. REVISION DATES

April 1, 1998

**COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING  
PROPOSED REGULATION**

**1005. Minimum Standards for Training**

(a)(1) through (j)(2) continued.

Continued - All incorporation by reference statements in between (j)(2) and the following:

The document *Training Specifications for the Reserve Training Module "D"* adopted effective August 7, 1996 and amended effective August 24, 1997 and \_\_\_\_\_\* and is herein incorporated by reference.

NOTE: Authority cited: Sections 832.6, 13503, 13506, and 13510, 13510.5 and 13519.8 Penal Code. Reference: Sections 832, 832.3, 832.6, 13506, 13510, 13510.5, 13511, 13513, 13514, 13516, 13517, 13519.8, 13520, and 13523, Penal Code.

\*Date to be filled in by OAL.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

**COMMISSION AGENDA ITEM REPORT**

Agenda Item Title Proposed Curriculum Standards for Domestic Violence In-service Training Implementing PC 13519(e)		Meeting Date January 22, 1998
Bureau Training Program Services	Reviewed By Hal Snow	Researched By Don Moura
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-18-97	Date of Report December 4, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

**ISSUE**

Should the Commission approve, subject to the Notice of Public Review Process, the addition of Commission Regulation 1081 (a) (26) concerning domestic violence curriculum standards for in-service law enforcement officers below the rank of supervisor and assigned to patrol duties, as required by Penal Code Section 13519(e)?

**BACKGROUND**

Senate Bill 132 of 1995 (Chapter 965) enacted Penal Code Section 13519(e) (Attachment A), which requires every law enforcement officer below the rank of supervisor who is assigned to patrol duties, and would normally respond to domestic violence calls or incidents of domestic violence, to complete every two years, an updated course of instruction on domestic violence which meets the standards of the Commission. This report proposes minimum curriculum standards for this training as required.

**ANALYSIS**

Analysis of the training needs, including the input of subject matter experts, suggest that this training should include:

1. Recent Law Changes Related to Domestic Violence
2. Recent Changes to POST's Guidelines for Handling Domestic Violence

In recent years, there have been considerable law changes that impact law enforcement procedures for handling domestic violence. POST has responded by periodically updating its document---Guidelines for Handling Domestic Violence. Hence, the proposed emphasis in this training should be on these changes which, in recent years, have related to obtaining temporary restraining orders, confiscation of weapons, etc. Because this training is a recurring requirement every two years, it is appropriate that this curriculum focus on law and procedural changes so as to minimize redundancy. Instructors recommend that the curriculum may be presented in two hours.

Attachment B provides language to modify POST Regulation 1081(a) by adding Section (26) Domestic Violence (In-Service Patrol Officers). It is also proposed that Section 8 be modified to add Domestic Violence (Basic Course) so as to differentiate between the entry and in-service training requirements.

POST has periodically developed telecourses on domestic violence which encompass all of the above proposed curriculum standards. Although POST would permit this instruction to be included in Skills and Knowledge Technical Courses, it can also easily be satisfied by the viewing of POST's most recent two-hour domestic violence telecourse. Thus, it is proposed this training requirement be satisfied by as part of a POST certified course, the viewing of an updated POST Domestic Violence Telecourse, or completion of a POST Multimedia Domestic Violence training program.

POST is not required to enforce, nor inspect, for compliance regarding this training requirement. Therefore, the burden for tracking and maintaining training records regarding this training requirement rests with individual law enforcement agencies. Communications to law enforcement agencies about POST's curriculum standards pursuant to Penal Code Section 13519(e) will recommend that agencies maintain documentation of training compliance.

Adoption of these proposed curriculum standards must be pursuant to the Administrative Procedures Act. A Notice of Proposed Regulatory Action is recommended. Unless a public request is made for a public hearing, the regulation change would become effective upon approval by the Office of Administrative Law.

### RECOMMENDATION

Subject to the results of a Notice of Regulatory Action, approve the proposed in-service officer domestic violence curriculum as proposed in POST Regulation 1081 (a) (26) and the clarification change in Section (8).

WEST'S CALIFORNIA LEGISLATIVE SERVICE  
Ch. 964, § 3

STATUTES OF 1995

PEACE OFFICERS—TRAINING—DOMESTIC VIOLENCE INSTRUCTION

CHAPTER 965

S.B. No. 132

AN ACT to amend Sections 13519 and 13730 of the Penal Code, relating to domestic violence.

[Approved by Governor October 16, 1995.]

[Filed with Secretary of State October 16, 1995.]

LEGISLATIVE COUNSEL'S DIGEST

SB 132, Watson. Domestic violence.

(1) Under existing law, the Commission on Peace Officer Standards and Training is required to implement a course or courses of instruction for the training of law enforcement officers in the handling of domestic violence complaints. The course of instruction is required to be developed by the commission in consultation with specified groups and individuals.

This bill would require each law enforcement officer below the rank of supervisor who is assigned to patrol duties and would normally respond to domestic violence calls or incidents of domestic violence to complete, every 2 years, an updated course of instruction on domestic violence. This instruction would be funded from existing resources.

5716

Additions or changes indicated by underline; deletions by asterisks \* \* \*

Existing law requires each law enforcement agency to develop an incident report form that includes a domestic violence identification code and requires a report to be written in all incidents of domestic violence.

This bill would specify certain information to be included in a domestic violence incident report.

(2) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates that do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000.

This bill would impose a state-mandated local program by imposing new duties on peace officers.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

*The people of the State of California do enact as follows:*

SECTION 1. Section 13519 of the Penal Code is amended to read:

13519. (a) The commission shall implement by January 1, 1986, a course or courses of instruction for the training of law enforcement officers in California in the handling of domestic violence complaints and also shall develop guidelines for law enforcement response to domestic violence. The course or courses of instruction and the guidelines shall stress enforcement of criminal laws in domestic violence situations, availability of civil remedies and community resources, and protection of the victim. Where appropriate, the training presenters shall include domestic violence experts with expertise in the delivery of direct services to victims of domestic violence, including utilizing the staff of shelters for battered women in the presentation of training.

As used in this section, "law enforcement officer" means any officer or employee of a local police department or sheriff's office, any peace officer of the Department of Parks and Recreation, as defined in subdivision (g) of Section 830.2, any peace officer of the University of California Police Department, as defined in subdivision (c) of Section 830.2, any peace officer of the California State University Police Departments, as defined in subdivision (d) of Section 830.2, or a peace officer, as defined in subdivision (d) of Section 830.31.

(b) The course of basic training for law enforcement officers shall, no later than January 1, 1986, include adequate instruction in the procedures and techniques described below:

(1) The provisions set forth in Title 5 (commencing with Section 13700) relating to response, enforcement of court orders, and data collection.

(2) The legal duties imposed on police officers to make arrests and offer protection and assistance including guidelines for making felony and misdemeanor arrests.

(3) Techniques for handling incidents of domestic violence that minimize the likelihood of injury to the officer and that promote the safety of the victim.

(4) The nature and extent of domestic violence.

(5) The legal rights of, and remedies available to, victims of domestic violence.

(6) The use of an arrest by a private person in a domestic violence situation.

(7) Documentation, reportwriting,<sup>1</sup> and evidence collection.

(8) Domestic violence diversion as provided in Chapter 2.6 (commencing with Section 1000.6) of Title 6 of Part 2.

(9) Tenancy issues and domestic violence.

(10) The impact on children of law enforcement intervention in domestic violence.

(11) The services and facilities available to victims and batterers.

(12) The use and applications of this code in domestic violence situations.

<sup>1</sup> So in enrolled bill.

(13) Verification and enforcement of temporary restraining orders when (A) the suspect is present and (B) the suspect has fled.

(14) Verification and enforcement of stay-away orders.

(15) Cite and release policies.

(16) Emergency assistance to victims and how to assist victims in pursuing criminal justice options.

The guidelines developed by the commission shall also incorporate the foregoing factors.

(c)(1) All law enforcement officers who have received their basic training before January 1, 1986, shall participate in supplementary training on domestic violence subjects, as prescribed and certified by the commission.

(2) Except as provided in paragraph (3), the training specified in paragraph (1) shall be completed no later than January 1, 1989.

(3)(A) The training for peace officers of the Department of Parks and Recreation, as defined in subdivision (g) of Section 830.2, shall be completed no later than January 1, 1992.

(B) The training for peace officers of the University of California Police Department and the California State University Police Departments, as defined in Section 830.2, shall be completed no later than January 1, 1993.

(C) The training for peace officers employed by a housing authority, as defined in subdivision (d) of Section 830.31, shall be completed no later than January 1, 1995.

(4) Local law enforcement agencies are encouraged to include, as a part of their advanced officer training program, periodic updates and training on domestic violence. The commission shall assist where possible.

(d) The course of instruction, the learning and performance objectives, the standards for the training, and the guidelines shall be developed by the commission in consultation with appropriate groups and individuals having an interest and expertise in the field of domestic violence. The groups and individuals shall include, but shall not be limited to, the following: one representative each from the California Peace Officers' Association, the Peace Officers' Research Association of California, the State Bar of California, the California Women Lawyers' Association, and the State Commission on the Status of Women; two representatives from the commission; two representatives from the California Alliance Against Domestic Violence; two peace officers, recommended by the commission, who are experienced in the provision of domestic violence training; and two domestic violence experts, recommended by the California Alliance Against Domestic Violence, who are experienced in the provision of direct services to victims of domestic violence. At least one of the persons selected shall be a former victim of domestic violence.

The commission, in consultation with these groups and individuals, shall review existing training programs to determine in what ways domestic violence training might be included as a part of ongoing programs.

\* \* \*

(e) Each law enforcement officer below the rank of supervisor who is assigned to patrol duties and would normally respond to domestic violence calls or incidents of domestic violence shall complete, every two years, an updated course of instruction on domestic violence that is developed according to the standards and guidelines developed pursuant to subdivision (d). The instruction required pursuant to this subdivision shall be funded from existing resources available for the training required pursuant to this section. It is the intent of the Legislature not to increase the annual training costs of local government entities.

SEC. 2. Section 13730 of the Penal Code is amended to read:

13730. (a) Each law enforcement agency shall develop a system, by January 1, 1986, for recording all domestic violence-related calls for assistance made to the department including whether weapons are involved. All domestic violence-related calls for assistance shall be supported with a written incident report, as described in subdivision (c), identifying the domestic violence incident. Monthly, the total number of domestic violence calls received and the numbers of those cases involving weapons shall be compiled by each law enforcement agency and submitted to the Attorney General.

(b) The Attorney General shall report annually to the Governor, the Legislature, and the public the total number of domestic violence-related calls received by California law enforcement agencies, the number of cases involving weapons, and a breakdown of calls received by agency, city, and county.

(c) Each law enforcement agency shall develop an incident report form that includes a domestic violence identification code by January 1, 1986. In all incidents of domestic violence, a report shall be written and shall be \* \* \* identified on the face of the report as a domestic violence incident. A report shall include at least both of the following:

(1) A notation of whether the officer or officers who responded to the domestic violence call observed any signs that the alleged abuser was under the influence of alcohol or a controlled substance.

(2) A notation of whether the officer or officers who responded to the domestic violence call determined if any law enforcement agency had previously responded to a domestic violence call at the same address involving the same alleged abuser or victim.

SEC. 3. Notwithstanding Section 17610 of the Government Code, if the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code. If the statewide cost of the claim for reimbursement does not exceed one million dollars (\$1,000,000), reimbursement shall be made from the State Mandates Claims Fund.

Notwithstanding Section 17580 of the Government Code, unless otherwise specified, the provisions of this act shall become operative on the same date that the act takes effect pursuant to the California Constitution.

## Commission on Peace Officer Standards and Training

## PROPOSED REGULATORY ACTION: ADDITION OF 1081(a)(26)

**1081. Minimum Standards for Legislatively Mandated Courses**

## (a) (1) - (7) Continued

(8) Domestic Violence (Basic Course) - 8 Hours  
(Penal Code section 13519)

- (A) Overview
- (B) Legislative Intent/POST Guidelines
- (C) Enforcement of Laws
- (D) Court Orders
- (E) Tenancy
- (F) Documenting Domestic Violence Incidents
- (G) victim Assistance and Referral
- (H) Practical Application/Student Evaluation

(26) Domestic Violence (In-Service Patrol Officer) - 2 Hours  
Penal Code Section 13519(e)

- (A) Recent Domestic Violence Related Law Changes
- (B) Recent Changes to POST's Guidelines for Handling Domestic Violence

For in-service officers below the rank of supervisor who is assigned to patrol duties and would normally respond to domestic violence calls or incidents of domestic violence.

To be completed every two years.

Authority cited: Sections 12002(f), 13503, 13506 and 13510, Penal Code.

Reference: Sections 629.44(a), 832, 832.1, 832.2, 832.3, 832.6, 872(b), 12403, 12403.5, 13510, 13510.5, 13516, 13517, 13519, 13519.1, 13519.2, 13519.3, 13519.7, Penal Code; Section 607f, Civil Code; and Section 40600, Vehicle Code; Section 25755, Business and Professions Code; Section 1797.187, Health and Safety Code.

Commission on Peace Officer Standards and Training

**PROPOSED REGULATORY ACTION: ADDITION OF 1081 (a) (26)**

**INITIAL STATEMENT OF REASONS**

**Justification:**

Penal Code Section 13519(e) requires every law enforcement officer below the rank of supervisor who is assigned to patrol duties, and would normally respond to domestic violence calls or incidents of domestic violence, to complete every two years, and updated course of instruction on domestic violence which meets the standards of the Commission. The Commission proposes to add section (a) (26) to Regulation 1081 to specify the minimum recurring domestic violence curriculum for in-service officers, and modify Section (8) so as to differentiate between the entry and in-service Domestic Violence training requirement.

Subject matter experts aided in the development of the in-service domestic violence training curriculum. The proposed minimum curriculum includes Recent Law changes Related to Domestic Violence, and Recent Changes to POST's Guidelines for Handling Domestic Violence. The proposed curriculum was based on an analysis of the training needs to most appropriately satisfy this requirement, and was reviewed by instructors who teach domestic violence. Through this review, the instructors determined that the minimum curriculum could be taught in a two hour block of instruction. This training requirement can be satisfied by as part of a POST certified course, the viewing of an updated POST Domestic Violence Telecourse, or completion of a POST Multimedia Domestic Violence training program.

Commission on Peace Officer Standards and Training

**NOTICE OF PROPOSED REGULATORY ACTION: ADDITION  
OF COMMISSION REGULATION 1081(a)(26)**

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Sections 13503 and 13506 of the Penal Code, and in order to interpret, implement and make specific Section 12002(f) of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Code of Regulations.

**INFORMATIVE DIGEST**

Penal Code Section 13519(e) requires every law enforcement officer below the rank of supervisor who is assigned to patrol duties, and would normally respond to domestic violence calls or incidents of domestic violence, to complete every two years, and updated course of instruction on domestic violence which meets the standards of the Commission. The Commission proposes to add section (a) (26) to Regulation 1081 to specify the minimum recurring domestic violence curriculum for in-service officers, and modify Section (8) so as to differentiate between the entry and in-service Domestic Violence training requirement.

**PUBLIC COMMENT**

The Commission hereby requests written comments on the proposed action. All written comments must be received at POST no later than 4:30 p.m. on \_\_\_\_\_, 1998. Written comments should be directed to Kenneth J. O'Brien, Executive Director, Commission on Peace Officer Standards and training, 1601 Alhambra Blvd., Sacramento, CA 95816-7083.

A public hearing is not scheduled. Pursuant to Government Code Section 11346.8, any interested person, or duly authorized representative, may request in writing, no later than \_\_\_\_\_, 1998 that a public hearing be held.

**ADOPTION OF PROPOSED REGULATIONS**

Following the close of the public comment period, the Commission may adopt the proposals substantially as described in this notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language clearly indicated will be made available at least 15 days before the date of adoption to all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. A request for the modified text

should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified text for 15 days after the date on which the revised text is made available.

### TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

### ESTIMATE OF ECONOMIC IMPACT

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to Any Local Agency or School District for Which Government Code Section 17561 Requires Reimbursement: None

Declaration Relating to Impact on All California Businesses: The Commission on Peace Officer Standards and Training, in the development of the proposed regulation, has assessed the potential for adverse economic impact on businesses in California and has found that the proposed amendments to Regulations 1081, will have no effect. This finding was based on the determination that the proposed amendment to the California Code of Regulations in no way applies to California businesses.

Costs Impact on Private Persons or Entities: None

Housing Costs: None

### ASSESSMENT

The adoption of the proposed amendments to this regulation will neither create nor eliminate jobs in the state of California, nor result in the elimination of existing businesses or create or expand businesses in the state of California.

### CONSIDERATION OF ALTERNATIVES

In order to take this action, the Commission must determine that no alternative considered by the

Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.

#### CONTACT PERSON

Inquires concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Anna Del Porto, Associate Governmental Program Analyst, 1601 Alhambra Blvd., Sacramento, CA or by telephone at (916) 227-4854.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

<b>Agenda Item Title</b> Proposed Amendment to Commission Regulation 1020 for Reimbursement of Satellite Encryption Decoder Modules		<b>Meeting Date</b> January 22, 1998
<b>Bureau</b>  Training Program Services	<b>Reviewed By</b>  Don Moura <i>[Signature]</i>	<b>Researched By</b>  Ron Crook <i>[Signature]</i>
<b>Executive Director Approval</b> <i>[Signature]</i>	<b>Date of Approval</b> <i>12-15-97</i>	<b>Date of Report</b> December 1, 1997
<b>Purpose</b> <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

### ISSUE

Should the Commission amend Commission Regulation 1020, Reimbursement for Purchase of Satellite Antenna, to include reimbursement for satellite antenna decoder module, which will be used for descrambling encrypted POST satellite television broadcasts?

### BACKGROUND

POST broadcasts telecourses, training videos, and case law updates via the POST Satellite Training Network (PSTN) to California agencies that have access to conventional steerable C/Ku-band satellite reception equipment. Since 1993, POST has reimbursed at least 430 agencies for the purchase of these satellite systems. In order to secure and expand PSTN programming, the Commission has approved a satellite encryption (scrambling) system for the satellite network.

The Commission at its April 1997 meeting approved continuation of the FY 1996-97 \$580,000 expenditure to encrypt POST's satellite broadcasts and reimburse eligible agencies for the equipment. This has been delayed due to the need for further research and network testing of encryption systems.

### ANALYSIS

The addition of the encryption feature requires modification to all satellite antenna systems installed under the POST reimbursement program. A decoder module will serve as an electronic key, allowing pre-authorized agencies access to POST's encrypted satellite broadcasts. Commission Regulation 1020 as written does not allow for reimbursement of this decoder module as an additional component of the satellite antenna system.

POST has arranged for its contract production facility, KPBS Television/San Diego State University, to provide broadcast encryption services at an estimated annual cost of \$30,000. POST has selected the *ProGuard* encryption system, which offers the highest in signal security, reliability, ease-of-use, and lower operating costs. *ProGuard* decoder modules will cost \$480 each, which reflects a bulk discount to the POST network and includes sales tax, shipping and handling. At least 430 agencies have installed satellite antenna systems under the reimbursement program; each will require reimbursement of a decoder module at a total cost of \$206,000. Cost

of the complete encryption program will be an estimated \$236,000 for the first year, with estimated annual costs of \$30,000 (KPBS encryption services and maintenance) for subsequent years.

With amendment of Commission Regulation 1020, agencies participating in the POST Reimbursement Program would be eligible for reimbursement of the required decoder module. Agencies that have been approved and reimbursed for multiple satellite antenna systems would be eligible for reimbursement of one decoder module for each satellite antenna system installed. Installation and maintenance costs would be the responsibility of the purchasing agency and would not be included in the reimbursement. Agencies would have a minimum of six months to purchase and install the decoder module, with encryption of the network scheduled to begin September 1998.

Enclosed (Attachment A) is proposed regulatory amendment language, a Notice of Regulatory Action, a Statement of Reasons, and Bulletin.

#### RECOMMENDATION

Subject to the results of a Notice of Regulatory Action, approve the amendment of Commission Regulation 1020 to authorize reimbursement of satellite antenna encryption decoder module as specified by POST.

**1020. Reimbursement for Purchase of Satellite Antenna.**

- (a) The Commission will reimburse any eligible agency, Section 13523 Penal Code, for 1) the purchase of a steerable C/Ku Band Television Receive Only Satellite Ground Terminal (herein referred to as a satellite antenna), 2) or for the upgrade of an existing antenna to make that antenna a steerable C/Ku band type, and 3) the purchase of an encryption decoder module (herein referred to as a decoder) as specified by POST.

(b) Documentation Required for Reimbursement

In order to receive reimbursement, an eligible agency must submit the following documentation to POST:

- (1) For satellite antenna and decoder purchases, a purchase invoice(s) reflecting the date, and the total cost of the ~~satellite antenna~~ purchase.
- (2) For an upgrade of an existing antenna, a purchase invoice(s) reflecting the date, and the total cost of the antenna and equipment to upgrade the antenna to a steerable C/Ku band type.
- (3) A letter signed by the agency head, or authorized agency representative, attesting that the jurisdiction has paid the purchase amount on the submitted invoice(s), has installed the satellite antenna, decoder, or upgraded antenna at an agency facility, and will use the satellite antenna for POST satellite training of full-time, regularly paid employees of the eligible agency. The letter must also include a statement that the satellite antenna or upgrade is a steerable C/Ku Band Television Receive Only Satellite Ground Terminal.

The letter must also include, for multiple reimbursement requests made under the provisions stated in subparagraph (c)(2)(A), a description of the locations where the antennas and decoders are installed, an attestation that the locations are regularly used for in-service training, and the antennas are dedicated to the delivery of training programs.

(c) Reimbursement Restrictions

- (1) Costs associated with installing or maintaining a satellite antenna system/ decoder, or upgrade are not reimbursable.
- (2) Reimbursement for the purchase of a satellite antenna, decoder, or the upgrade of an existing antenna is limited to one antenna, one decoder, or one upgrade, with the following exception:
  - (A) Participating agencies that have multiple locations where agency personnel regularly convene for in-service training, may apply and be reimbursed for one satellite antenna, one decoder, or one upgrade for each location.
- (3) Invoices must indicate the place of purchase and may have a date of purchase prior to the effective date of this regulation.

(d) Reimbursement Rates

- (1) The rates of reimbursement shall be determined by the Commission. These rates may not cover actual costs.
- (2) Notwithstanding the provisions of these regulations, reimbursement will not be paid unless the Commission has concluded that sufficient funds are available for that purpose.

(e) Purchase Not Required

Nothing in this section shall be construed to require eligible agencies to purchase and claim reimbursement for a satellite antenna and decoder.

Commission on Peace Officer Standards and Training

**PROPOSED REGULATORY ACTION: AMENDMENT OF 1020**

**INITIAL STATEMENT OF REASONS**

**Problem Statement:**

POST is implementing a satellite encryption (scrambling) system for its Satellite Training Network. The addition of the encryption feature requires that an encryption decoder module be added to all satellite antenna systems installed by agencies in the POST reimbursement program. While Commission Regulation 1020 grants authority for reimbursement of satellite antennas, it does not allow for reimbursement of the new decoder module.

**Proposed Solution:**

The Commission on Peace Officer Standards and Training (POST) proposes to amend Commission Regulation 1020 to further allow for reimbursement of the encryption decoder modules.

POST has selected and installed a specialized encryption system at its contracted production facility and will issue decoder module specifications that complement this system. Reimbursable agencies in the POST program are not required to purchase a satellite antenna system; however, agencies with satellite antenna systems that wish to view POST programs must purchase and install the decoder module as specified by POST in order to use the satellite system for POST's Satellite Training Network. The satellite network is scheduled for full encryption by September 1998.

**Justifications:**

Regulation 1020. Reimbursement for Purchase of Satellite Antenna.

Subsection (a) is amended to add a third reimbursable item, the purchase of an encryption decoder module. Numbers have been assigned to the items in the series. The amendment requires that the encryption decoder be purchased "as specified by POST" to ensure that the purchased decoder will work with the satellite antenna.

Subsection (b-1) applied only to satellite antenna purchases, and has been amended to include the decoder purchase invoice as required documentation for reimbursement. This required documentation provides POST with proof of purchase.

Subsection (b-3) applied only to satellite antenna purchases or upgraded antennas, and has been amended to include the decoder as an installed item to be referenced in the required agency letter. This letter is required to ensure authorization and incurred expense.

Subsection (c-1) applied only to restrictions on installation/maintenance costs associated with satellite antennas or antenna upgrades, and has been amended to include the decoder installation/maintenance

as not reimbursable. The maintenance costs are excluded from reimbursement to enable POST to control the cost of the project.

Subsection (c-2) and (c-2-A) applied only to limitations on quantity of satellite antennas or antenna upgrades per location, and has been amended to include the same limitations on decoder quantities. The amendment allows agencies to purchase more than one decoder.

Subsection (e) is amended to clarify that the purchase of a decoder is not mandatory.

Commission on Peace Officer Standards and Training

**NOTICE OF PROPOSED REGULATORY ACTION TO AMEND REGULATION 1020,  
REIMBURSEMENT FOR ENCRYPTION DECODER**

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Sections 13503 of the Penal Code (powers of the Commission on POST), 13506 (authority for Commission on POST to adopt regulations), and 13520 (appropriation of fund) and in order to interpret, implement, and make specific Section 13503(e) of the Penal Code (powers to develop and implement programs to increase the effectiveness of law enforcement) and 13520 (appropriation of fund to local cities, counties, and districts), proposes to adopt, amend or repeal regulations in Chapter 2 of Title 11 of the California Code of Regulations.

**INFORMATIVE DIGEST**

POST broadcasts telecourses, training videos, and case law updates via the POST Satellite Training Network (PSTN) to California agencies that have access to conventional steerable C/Ku-band satellite reception equipment. Since 1993, POST has lowered distance learning costs by reimbursing as many as 430 agencies for the purchase of these satellite systems. Currently, PSTN programs are not encrypted (scrambled), and therefore, any person with a home/consumer satellite dish who learns about the programs can also access the broadcasts. Because of the potential for viewing by non-law enforcement, the PSTN is careful to eliminate the broadcasting of confidential law enforcement procedures or tactics. Additionally, sensitive, non-public program material contributed to the PSTN by agencies may not be shown, but would be of training value to the California law enforcement community.

Scrambling program material is a standard practice, and in many cases, is required for most public and private satellite training networks. In order to secure and expand PSTN programming, POST is implementing a satellite encryption (scrambling) system for the satellite network. The encryption system will provide more control over POST satellite network viewing and will allow POST to broadcast training programs that may be sensitive in nature or contain information restricted to law enforcement viewing only. The module will serve as an electronic key, allowing pre-authorized agencies access to POST's encrypted satellite broadcasts.

The Commission is proposing an amendment to Regulation 1020 which would allow for the reimbursement of the encryption decoder module. POST decoder specifications must be followed for all purchases. Agencies that have been approved and reimbursed for multiple satellite antenna systems would be eligible for reimbursement of one decoder module for each satellite antenna system installed. Installation and maintenance costs would be the responsibility of the purchasing agency and are not reimbursable.

## PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions. All written comments relative to the proposed action must be received at POST no later than 4:30 p.m. on February 2, 1998. Written comments should be directed to Kenneth J. O'Brien, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Blvd., Sacramento, CA 95816-7083.

A public hearing is not scheduled. Pursuant to Government Code Section 11346.8 any interested person, or his or her duly authorized representative, may request in writing, no later than February 2, 1998, that a public hearing be held.

## ADOPTION OF PROPOSED REGULATIONS

Following the close of the public comment period, the Commission may adopt the proposal substantially as set forth without further notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language, clearly indicated, will be made available at least 15 days before the date of adoption to all persons whose comments were received by POST during the public comment period and all persons who request notification from POST of the availability of such changes. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified text for 15 days after the date of which the revised text is made available.

## TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained by submitting a request in writing to the contact person at the address below. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m., Monday through Friday).

## ESTIMATE OF ECONOMIC IMPACT

Fiscal impact on Public Agencies including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Costs to Any Local Agency or School District for which Government Code Section 17561 Requires Reimbursement: None

Declaration Relating to Impact on All California Businesses Including Small Businesses: The Commission on Peace Officer Standards and Training, in the development of the proposed regulation, has assessed the potential for adverse economic impact on businesses in California, including the ability of California businesses to compete with businesses in other states, and has found that the proposed amendments of Regulation 1020 will have no effect. This finding was based on the determination that the proposed amendments to Regulations 1020 in no way apply to businesses.

Cost impact on Private Persons or Entities: None

Housing Costs: None

#### ASSESSMENT

The adoption of the proposed amendments to this regulation will neither create nor eliminate jobs in the state of California, nor result in the elimination of existing businesses or create or expand businesses in the state of California.

#### CONSIDERATION OF ALTERNATIVES

In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.

#### CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Anna Del Porto, Associate Governmental Program Analyst, 1601 Alhambra Blvd., Sacramento, CA 95816-7083, or by telephone at (916) 227-4854.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083POST Advisory Committee Meeting  
January 21, 1998 - 10:00 a.m.  
Sheraton Newport Beach Hotel  
4545 MacArthur Boulevard  
Newport Beach, CA 92660  
(714) 833-0570**AGENDA****10:00 A.M.**

- |    |  |               |
|----|--|---------------|
| A. | Call to Order and Welcome  | Chair         |
| B. | Moment of Silence Honoring Peace Officers Killed<br>in the Line of Duty (Attachment A) | Chair         |
|    | o Sergeant Steven D. Van Horn, Newport Beach Police Department                         |               |
|    | o Officer Steven G. Gajda, Los Angeles Police Department                               |               |
| C. | Roll Call and Special Introductions  |               |
| D. | Announcements  | Chair         |
| E. | Approval of November 5, 1997 Meeting Minutes (Attachment B)                            | Chair         |
| F. | Progress Report on POST Strategic Plan Implementation<br>(Tab C on Commission Agenda)  | Rick TerBorch |
| G. | Report on Academy Physical Fitness Testing Study                                       | Staff         |
| H. | Report from California Law Enforcement Image Coalition                                 | Joe Flannagan |
| I. | Governor's Award Selection and Presentation  | Norm Cleaver  |
| J. | Review of Commission Meeting Agenda<br>and Advisory Committee Comments                 | Staff         |
| K. | Advisory Committee Member Reports  | Members       |
| L. | Commission Liaison Committee Remarks   | Commissioners |

M. Old and New Business

Members

N. Next Meeting - April 15, 1998  
Doubletree Hotel, Redding

O. Adjournment

# OFFICERS KILLED IN THE LINE OF DUTY 1997

ID #	NAME	AGENCY	F/A	DATE OF DEATH
1	Deputy James W. Lehmann, Jr.	Riverside County SD	F	01/05/97
2	Deputy Michael P. Haugen	Riverside County SD	F	01/05/97
3	Officer Van D. Johnson	LAPD	A	02/05/97
4	Deputy Patrick S. Coyle	San Diego County SD	A	02/16/97
5	Deputy Brian E. Meilbeck	Yuba County SD	F	04/01/97
6	Officer Saul Martinez	CHP - Indio	A	05/09/97 (05/16/97)
7	Deputy Randall E. Jennings	Butte County SD	F	05/21/97
8	Investigator Charles A. Lazzaretto	Glendale PD	F	5/27/97
9	Officer Dan J. Muehlhausen	CHP - Indio	A	06/01/97
10	Deputy Shayne D. York	LASD	F	08/14/97 (08/16/97)
11	Deputy Jeffrey S. Isaac	Fresno County SD	A	09/08/97
12	Officer Emily J. Morgenroth	Sacramento PD	A	10/17/97
13	Deputy Michael L. Hoenig	LASD	F	10/30/97
14	Sergeant Steven D. Van Horn	Newport Beach PD	A	(Fire-1987) 11/16/97

Updated 12/30/97

F = Felonious  
A = Accidental

# OFFICERS KILLED IN THE LINE OF DUTY 1998

ID #	NAME	AGENCY	F/A	DATE OF DEATH
1	Officer Steve Gajda	LAPD	F	01/01/98

Updated 1/5/98

F = Felonious  
A = Accidental

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

**POST Advisory Committee Meeting**

November 5, 1997

Mission Inn  
Riverside, CA

**MINUTES****CALL TO ORDER**

The meeting was called to order at 10:00 a.m. by Chairman Norman Cleaver.

**MOMENT OF SILENCE**

The Advisory Committee held a moment of silence in honor of the following officers who have lost their lives while serving the public since the last Committee meeting.

- o Deputy Jeffrey S. Isaac, Fresno County Sheriff's Department
- o Officer Emily Morgenroth, Sacramento Police Department
- o Deputy Michael Hoenig, Los Angeles County Sheriff's Department
- o Deputy Shayne D. York, Los Angeles County Sheriff's Department

**ROLL CALL OF ADVISORY COMMITTEE MEMBERS**

Present: Don Brown, California Organization of Police and Sheriffs  
Charles Byrd, California State Sheriffs' Association  
Jay Clark, California Association of Police Training Officers  
Norman Cleaver, California Academy Directors' Association  
Joe Flannagan, Peace Officers' Research Association of California  
Earle Robitaille, Public Member  
Derald Hunt, California Association of Administration of Justice Educators  
Leisha Lekawa, Women Peace Officers' Association  
Kevin Mince, California Highway Patrol  
Leo Ruelas, California Community Colleges  
Judith Valles, Public Member  
Woody Williams, California Peace Officers' Association

Absent: Alan Barcelona, California Union of Safety Employees

**Commission Advisory Liaison Committee Members Present:**

Michael Carre, Chairman  
Charles Brobeck  
Collene Campbell  
Ted Hunt  
Thomas J. Knutson, Ph.D.  
Rick TerBorch

**Visitors Present:**

Robert Blankenship, Chief, Redding Police Department  
Michael Murphy, Captain, Siskiyou County Sheriff's Department  
Willie Pannell, Commander, Los Angeles Police Department

**POST Staff Present:**

Kenneth J. O'Brien, Executive Director  
Hal Snow, Assistant Executive Director  
Bud Lewallen, Executive/Legislative Liaison  
Kate Singer, POST Special Consultant  
Ken Whitman, Bureau Chief, Basic Training Bureau  
Vera Roff, Secretary

**ANNOUNCEMENTS**

- o Chairman Cleaver congratulated Charles Brobeck, former Advisory Committee member, on his appointment to the Commission. Commissioner Brobeck will serve on the Advisory Liaison Committee.
- o Congratulations were also extended to Judith Valles who recently competed in the Mayoral election in San Bernardino. The vote ended in a tie and she will now be in a run-off election.

**ANNOUNCEMENTS**

The sub-committee for selection of the 1997 Governor's Award for Excellence in Law Enforcement Training will be held January 20, 1998 at 1:00 p.m. at the Sheraton Newporter in Newport Beach. The Chairman invited all Advisory Committee members to participate in the selection committee meeting, if possible.

**APPROVAL OF MINUTES OF JULY 16, 1997 MEETING**

MOTION - Hunt - second, Brown, and carried to approve the minutes of the July 16, 1997 Advisory meeting held at the Hyatt Hotel in Irvine. (Abstain: Valles)

## **COMMISSION POLICY B.7 (E) REGARDING ADVISORY COMMITTEE MEMBERS**

The policy reads:

"A member's unexcused absence from two consecutive regularly scheduled meetings shall result in formal review by the Commission of the member's status for consideration of removal from the Advisory Committee."

After discussion concerning the continued absence of Alan Barcelona, the following action was taken:

MOTION - Valles, second - Clark, carried unanimously to recommend that the Commission take affirmation action in this regard.

## **PROGRESS REPORT ON POST STRATEGIC PLAN IMPLEMENTATION**

Commissioner TerBorch, Chairman of the Committee on Strategic Plan Implementation, reported that the Committee met on September 23, 1997 to review the final draft of the POST Strategic Implementation Plan. The plan is considered a "living document" and will be subject to periodic revisions and updates. The plan will be presented to the Commission at its November 6, 1997 for approval.

## **REPORT ON PHYSICAL FITNESS TRAINING**

Staff continues to monitor this issue. A pilot study is being conducted to determine the impact of the use of full academy uniforms during physical fitness testing. The data will be analyzed and results will be discussed at the next Consortium meeting. An update will be presented to the Advisory Committee at its January meeting.

## **REPORT FROM CALIFORNIA LAW ENFORCEMENT IMAGE COALITION**

Joe Flannagan, Chairman of the Coalition, presented the video tape which has been prepared for distribution to chiefs and sheriffs throughout the state. The Committee expressed great enthusiasm for the quality and content of the video. Chairman Cleaver thanked Joe for his leadership in the development of the video and for the excellent work being done by the Coalition in its efforts to enhance the image of law enforcement.

MOTION - Williams, second - Clark, carried unanimously to recommend the Commission endorse the production of the video.

## **REVIEW OF COMMISSION MEETING AGENDA AND ADVISORY COMMITTEE COMMENTS**

Staff reviewed the November 6, 1997 Commission agenda and responded to questions and discussion of the issues.

### **Agenda Item D- Public Hearing on Integrating Field Training into the Basic Training Requirement**

The Committee discussed the proposal to amend Regulation 1005 and Procedure D-13 that mandates a standardized statewide Field Training Program and integrates the field training program as part of the basic training requirement.

Kevin Mince, representing the California Highway Patrol, spoke in support of the concept but expressed concern with excessive open-ended language contained in the proposal which the CHP feels is too subjective and open to interpretation.

After considerable discussion, there was consensus that if problems of interpretation arise, they can be corrected through the regular regulation change process and to approve the proposal.

## **ADVISORY COMMITTEE MEMBER REPORTS**

### **California Peace Officers' Association**

Woody Williams reported that CPOA continues to work on internal reorganization with the new Executive Director. A leadership conference with representatives of CPOA and staff will be held in Sacramento next week to work on the reorganization.

### **Womens Peace Officers' Association**

Leisha Lekawa announced that the former WPOA president, Laura Lohrman, has been appointed Chief of the West Valley Community College Police Department. The WPOA Executive Board will meet on November 8 in San Diego.

### **California Association of Police Training Officers**

Jay Clark reported that CAPTO's annual training conference in October was extremely well attended and provided valuable training for attendees. Jay attended the dedication of the driver training simulator in Concord on October 22. The dedication was well attended by the local press and provided an opportunity for positive publicity for the law enforcement community.

### Peace Officers' Research Association of California

Joe Flannagan announced that the annual PORAC conference will be held November 14-16, 1997 at the Hilton Hotel in Reno.

### California Association of Administration of Justice Educators

Derald Hunt reported that CAAJE recently held a general membership session in the North and another in the South. Steve Chaney provided an overview of the transition pilot program. The annual conference will be held April 30 to May 2 at the Embassy Suites in South Lake Tahoe. The emphasis of the conference will be "Improving Training Techniques."

### California State Sheriffs' Association

Charles Byrd announced that the new CSSA Executive Director is Joan Phillipe, formerly the city administrator in Loomis.

### Public Member

Judith Valles reported that one of the major issues in San Bernardino City is crime prevention and the safety and security of citizens. She requested information on successful crime prevention programs which could be replicated in the San Bernardino area.

### California Community Colleges

Dr. Leo Ruelas reported that the State Advisory Committee of the California Community Colleges is going to make available \$120,000 for professional and curriculum development in the public safety arena. He complimented POST on its futurist approach with distance learning, which should prove to be the future of training.

### California Organization of Police and Sheriffs

Don Brown reported that the COPS Awards Ceremony and Ball will be held on November 14 in Baldwin Park. The following will be honored: Officer William Seymour, Paso Robles Police Department, Officer Abel Dominguez, Long Beach Police Department, Officer Kevin Foster, Los Angeles Police Department, Officer Jude Bella, Los Angeles Police Department, Officer Joe Dean, Burbank Police, Department, Mrs. Kyle Haynes, Concerns of Police Survivors, and Assembly Member Dick Floyd. Lt. Governor Gray Davis, Chiefs of Police, and rank and file officers have been invited to attend as guests for the event.

The annual Desert Classic Golf Tournament has been scheduled for Friday, June 5, 1998 at the Cathedral Canyon County Club in Cathedral City. The annual COPS convention will be held in the Hawaiian Island, probably Kauai Marriott, July 26-30, 1998.

#### California Academy Directors' Association

Norman Cleaver reported that some of the most important projects CADA is currently working on include: implementation of the workbooks, fitness testing and equipment, and instructor development courses.

#### California Police Chiefs' Association

Commissioner Charles Brobeck reported that the CPCA annual conference was recently held in Orlando, Florida, in conjunction with the annual IACP conference. Over 16,200 chiefs and sheriffs from all over the world were in attendance at the IACP conference which provided an excellent opportunity for networking.

### **ELECTION OF OFFICERS**

MOTION - Clark, second - Flannagan, carried unanimously to elect Woody Williams as Chairman of the Advisory Committee for 1998.

MOTION - Williams, second - Brown, carried unanimously to elect Charles Byrd as Vice-Chairman of the Advisory Committee for 1998.

### **ADJOURNMENT**

Chairman Cleaver closed the meeting in a moment of silence in honor of those officers who have been killed in the line of duty since the last Advisory Committee meeting.

MOTION - Valles, second - Brown, carried unanimously to adjourn the meeting at 12:15 p.m.

Vera Roff  
Executive Secretary

**M e m o r a n d u m**

**DATE:** Dec. 26, 1997

**TO:** POST Commissioners

**FROM:** COLLENE CAMPBELL Chairman  
Long Range Planning Committee  
Commission on Peace Officer Standards and Training

**SUBJECT:** REPORT OF THE LONG RANGE PLANNING COMMITTEE

The Committee met in the office of Commissioner Lowenberg in Huntington Beach on December 11, 1997 at 1:30 p.m. Present in addition to myself, were Commissioners Anderson, del Campo and Lowenberg. Staff present were Dennis Aronson, Ken O'Brien, Mike DiMiceli, and Hal Snow.

The Committee received reports from staff on the following issues:

Report on Replacing Law Enforcement Agency Multimedia Equipment

The Committee reviewed the staff report describing the need to update the interactive videodisc hardware previously provided to local law enforcement agencies with state-of-the-art CD-ROM hardware. The estimated cost of the replacement is approximately \$2.7 million. In addition, staff recommended: (a) future multimedia program be prepared in the CD-ROM format; (b) staff develop technical specifications for multimedia systems and a procedure that will assist agencies to purchase the new hardware; and (c) further research the cost of converting existing IVD courseware to the CD-ROM format and report back to the Commission.

Following discussion, the Committee voted unanimously to approve the staff report and recommend Commission approval.

Progress Report on POST Strategic Implementation Plan

The Committee received a report on results of the meeting on December 5, 1997 of the Committee on Strategic Plan Implementation (CSPI) and the preliminary process for the annual update of the Strategic Plan and objectives.

Follow-up Report on School Police Issue

At its November 6, 1997 meeting, the Commission approved a report to the Legislature on profession standards for school peace officers and school security officers. The Commission also directed staff to review the feasibility of requiring incumbent school peace officer to complete the Basic Course.

The Committee reviewed the staff report on this issue, including the recommendation that incumbent school peace officers not be required to complete the Basic Course.

Following discussion, the Committee voted unanimously to approve the staff report and recommend Commission approval.

#### Update on Public Information Officer

In response to the Commission's interest in an expanded public information function, the Executive Director presented an informational report summarizing staff research. The report provided a general description of a public information position and procedures at POST and strategies for increasing the dissemination of information about the Commission's activities, programs and services.

#### Old/New Business

Commissioner Campbell suggested the creation of a new award, to be presented by the Commission, to recognize the special, long range vision and work of local agency personnel. The Committee agreed to refer the concept to the Advisory Committee for further consideration.

Mike DiMiceli presented a brief report on behalf of Commissioner Knutson concerning his progress on the development of an international exchange program. The Committee expressed continuing interest in the potential value of such a program.

The Committee tentatively selected March 13, 1998, at the Los Angeles Sheriff's Department Headquarters for the next meeting.

There being no further business, the Committee adjourned at 3:10 PM.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

**COMMISSION AGENDA ITEM REPORT**

Agenda Item Title <b>Renewal of Contract to Distribute Driving Simulator Scenarios</b>		Meeting Date <b>January 22, 1998</b>
Bureau <b>Training Program Services</b>	Reviewed By <b>Don Moura</b>	Researched By <b>Dennis Aronson</b>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <b>1-2-98</b>	Date of Report <b>November 20, 1997</b>
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

**ISSUE**

Should the Commission renew the marketing agreement with DORON Precision Systems, Inc. to distribute, on a non-exclusive basis, scenarios developed by POST for the A.M.O.S. law enforcement driving simulator?

**BACKGROUND**

In 1996 POST entered into an agreement with DORON Precision Systems, Inc., owner of the A.M.O.S. 5000 driving simulator, to provide 70 scenarios to each site that purchases one or more simulators. In addition to the scenarios, each customer also receives a copy of the Instructor Guide developed by the POST Driving Simulator Committee, providing information on how to operate the simulators and details about each scenario. The scenarios and Instructor Guide are provided free of charge to agencies in California purchasing the simulators. For each sale outside of the state, the marketing agreement specifies that POST receive a \$2,500 royalty payment, paid on a quarterly basis.

**ANALYSIS**

To date, POST has received \$7,500 in royalty payments. DORON is in the process of consummating sales that will result in additional payments to POST. A good working arrangement has been established between POST and DORON that is anticipated to continue.

**RECOMMENDATION**

Renew the existing marketing agreement with DORON Precision Products to market the POST driving simulator scenarios on a non-exclusive basis through June 30, 2000.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Modification to Continue Diversity Training for Law Enforcement Agencies for Fiscal Year 1997-98.		Meeting Date January 22, 1998
Bureau Training Program Services	Reviewed By Don Moura	Researched By Dave Spisak
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-31-97	Date of Report December 30, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

### ISSUE

Should the Commission authorize the Executive Director to supplement the existing interagency agreement with the San Diego Regional Training Center to enhance support for the Building High Performance, Inclusive Organizations diversity courses during the last half of Fiscal 1997-98.

### BACKGROUND

In 1990 the California Legislature enacted statutory requirement for POST to develop cultural awareness training for California law enforcement. Course curricula was designed with the assistance of the San Diego Regional Training Center and the course was presented under contract. Since 1992 approximately 140 agencies participated in that training.

A program review was conducted during 1995 which included interviews with cultural awareness facilitators, diversity trainers, representatives of a variety of cultures, and executives. Focus groups involving chief law enforcement executives and the original design team were also conducted. The result of the review was a proposed redesigned course which has been pilot tested. Feedback and evaluations from those pilot sessions was very positive and indicate that the new course design is meeting its objectives.

At its July 18, 1996 meeting, the Commission, in support of the newly reconfigured course, approved a contract of \$78,326 to complete the training for the 16 agencies in the pilot program and an expected 24 new agencies to begin the program during the current fiscal year. Additionally, the Commission approved the expenditure of up to \$228,000 from the existing reimbursement program to support the Performance Enabling Workshop dimension of the reconfigured course. In July 1997 the Commission again contracted with the Regional Training Center for the continuation of this program to allow Classes V and VI to be initiated.

### ANALYSIS

The original legislative mandate in 1990 required POST to develop cultural awareness training. Early in the project the emphasis was shifted to "cultural diversity" and "valuing diversity." This was an important shift, from a focus on being aware of what is "out there in the community," to understanding and valuing cultural differences. The current program, Building High Performance, Inclusive Organizations, has taken the next step and has addressed inclusive organizations. An inclusive organization has as its goal the development of an

organizational culture that allows everyone, regardless of their size, shape or color, their religion or culture, to be able to give 100% of their knowledge, skill and talents toward meeting the organization's objectives. The assumption is that in an inclusive organization each employee feels comfortable being themselves and; therefore, perform their jobs to a higher standard. This view of self naturally extends to all aspects of their job, meeting the public, providing direct services to the public, or providing staff support to those who are in public view. This top down value system is based on the certainty that how we treat each other within an organization will be reflected as we interact with the community. This program meets the goals of the initial 1990 legislative requirement that POST develop training to assist local agencies meet the increasing demands of service delivery to diverse populations.

Experience gained thus far indicates closer coordination between the contractor, faculty, and chief executive is needed. POST staff is unable to provide such coordination. Because of the range of technical resources available to various size law enforcement agencies (large agencies have Ph.D. level professional staff available. Others have working relationships with nearby colleges and universities who can provide technical support. Many, however, do not have these resources available), contractor needs to provide coaching, counseling and coordination of program resources to agencies participating in this program. This contract amendment would meet that need by providing executive level coordination for participants of Classes V, VI, and agencies interested in Class VII. The Coordinator will assist these participants progress through the completion of the course. Additionally, the Coordinator will provide coaching and counseling for chief executives and management personnel assigned to the Building High Performance, Inclusive Organization classes. This coordination, including equipment, will not exceed \$19,587.

Two additional training for trainers classes, Cultural Diversity Training for Trainers and Teach LEADS (Law Enforcement Awareness of Disabilities), that meet requirements for teaching in the basic police academies for LD 42, Cultural Awareness, and LD 37, Disabilities, are recommended to be brought into this contract. These courses initially were developed and presented under contract. Once they were presented as certified classes, local agencies, experiencing fiscal constraints, found it difficult to pay tuition "up front." Also, many instructors for these two topics are from community based organizations or are community college instructors. These instructors do not qualify for agency reimbursement under the Training Reimbursement Request system. As a result, basic police academy and some in-service training in these subject areas is being affected. The Commission has approved paying presentation costs of similar courses directly to the presenters. The Commission is requested to authorize similar consideration for these classes. The cost for one presentation of the Cultural Diversity Training for Trainers course will not exceed \$15,571. The cost for one presentation of the Teach LEADS course will not exceed \$13,852.

Finally, a gap exists in the range of courses presently offered by POST in the cultural diversity topic area. Building High Performance, Inclusive Organizations is directed toward enhancing diversity and cultural awareness by alignment of values with practices within organizations. Cultural Diversity Training for Trainers and Teach LEADS provide the skills needed to develop and deliver diversity training to recruits and some in-service classes. POST does not have any course to enhance cross cultural communication skills or personal development of cultural understanding for individual officers. This contract amendment would provide for a pilot class of 24 officers on communication skill building and personal values for understanding diverse populations. The cost for this pilot will not exceed \$13,990.

## RECOMMENDATION

It is recommended that the Executive Director be authorized to sign an amended contract with the San Diego Regional Training Center to provide a coordinator for the Building High Performance, Inclusive Organization course; present one Cultural Diversity Training for Trainers class, present one Teach LEADS class, and one pilot presentation of a personal diversity communication class, and increase the current contract from \$100,942 to an amount not to exceed \$163,941.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

<b>Agenda Item Title</b> Request for Contract Authorization to Continue Law Enforcement Tools for Tolerance Training at the Museum of Tolerance for Fiscal Years 1997-98		<b>Meeting Date</b> January 22, 1998
<b>Bureau</b> Training Program Services	<b>Reviewed By</b> Don Moura <i>DM</i>	<b>Researched By</b> Dave Spisak
<b>Executive Director Approval</b> <i>Leonard J. O'Brien</i>	<b>Date of Approval</b> 12.12.97	<b>Date of Report</b> November 26, 1997
<b>Purpose</b> <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

### ISSUE

Request authority for the Executive Director to sign a second year contract with the Museum of Tolerance , Tools for Tolerance Training for the training of 7,000 law enforcement employees for the Fiscal Year 1997-98 not to exceed \$1,556,000.

### BACKGROUND

In 1996 the California Legislature allocated 2 million dollars to POST for the purpose of training 7,000 law enforcement officers at the Museum of Tolerance. The budget was passed and authorization language written by the second quarter of the fiscal year. Due to that delay, and staff turn-over at the Museum of Tolerance, the target of 7,000 trainees was not reached until September 25, 1997. In 1997, the Legislature allocated an additional 2 million dollars to continue the program during the 1997-98 fiscal year.

At the start of the program, POST staff worked with the Museum to adjust the Tools program to ensure consistency with the objectives of the Basic Academy instruction and the principles of our cultural diversity program. Special workshops were held to train sworn and non-sworn facilitators to assist students to relate the Museum training to their field experience. Evaluation comments have consistently requested that more time be allocated for the training. Responding to those evaluations and specific agency requests a variable certification was given allowing the Museum staff to offer a 6 1/2 hour version (for agencies traveling from the greater Los Angeles area), and an 8 hour version (for those agencies traveling some distance and spending a night to attend the training). Approximately 20% of officers attending have come from agencies outside the greater Los Angeles area. This year the Legislature authorized police chiefs and sheriffs to designate those employees who would benefit from the program regardless of sworn or non-sworn status.

### ANALYSIS

This proposed contract will continue the Law Enforcement Tools for Tolerance training program for the current fiscal year.

This proposed contract also requires an independent, professional evaluation of the effectiveness of the Tools for Tolerance training. POST is establishing an Evaluation Advisory Committee to review the evaluation design, monitor the evaluation process, and to comment on the final evaluation report. The contractor is required to maintain sufficient numbers of facilitators, one half of whom must be sworn officers, to provide each group of 20 trainees appropriate debriefing at the close of the training day.

The cost per trainee remains at last years figure of \$222.29 per student. \$183.79 of that figure is the actual tuition cost (down from \$192 last year), and \$38.50 is for initial fixed operating expenses such as printing, evaluation, equipment and video production. The Museum staff expects to complete this contract within this fiscal year.

### RECOMMENDATIONS

Authorize the Executive Director to sign a contract with the Simon Weisenthal Museum of Tolerance for the continuation of Law Enforcement Tools for Tolerance Training for 7,000 law enforcement employees for the fiscal year 1997-98 in an amount not to exceed \$1,556,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title		Meeting Date	
Contract for Projects for the Improvement of Student Writing		January 22, 1998	
Bureau	Reviewed By	Researched By	
Standards and Evaluation	Alan Deal	Richard Honey	
Executive Director Approval	Date of Approval	Date of Report	
<i>Kenneth L. O'Brien</i>	12-19-97	December 9, 1997	
Purpose:		Financial Impact:	
<input checked="" type="checkbox"/> Decision Requested	<input type="checkbox"/> Information Only	<input type="checkbox"/> Status Report	<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><b><u>ISSUE</u></b></p> <p>Should the Commission approve a proposed contract with Cooperative Personnel Services (CPS) to provide administrative support (test administration and scoring services) and technical consultation (technical item writing, curriculum design and teacher training) to support a project intended to improve academy student report writing ability?</p> <p><b><u>BACKGROUND</u></b></p> <p>POST is beginning a comprehensive research effort to improve the writing skills of academy students. Included in this effort is the revision of the Investigative Report Writing Curriculum, the training of academy report writing instructors, the development of a new multiple-choice writing examination, the continuation of writing sample testing research, the completion of a longitudinal study of cadet writing performance, and the establishment of a standardized minimum writing proficiency level for all academy cadets. The proposed contract with CPS will provide administrative support (test administration and scoring services) and technical consultation (technical item writing, curriculum design, and teacher training).</p> <p>POST has a long history of programs and procedures intended to improve the language skill level of officers. In October of 1975 the Commission approved the first regulation requiring a reading test as an employment requirement (in 1984 the regulation was expanded to include both reading and writing). In 1978 POST began research that resulted in the Entry-Level Test Battery which is presently used by over 160 agencies and academies. Holistically scored essay tests, which can be used to augment the Test Battery, were first developed and analyzed in 1986. Video incidents to serve as standardized prompts for report writing exercises and tests were first developed in 1991. And, a cognitively based curriculum for the Investigative Report Writing Course was developed in 1994 and made available to the various academies in 1995. While each of these efforts has resulted in improved cadet writing, problems with writing persist. The present project, actually an aggregation of projects, is intended to fine tune and augment existing procedures and instruments and to ultimately add the one feature that has been absent in the past--a required report writing end test in the academy that is administered and scored in a standardized manner.</p>			

## ANALYSIS

We know, based on previous studies, that a professionally scored, standardized assessment of report writing results in high failure rates for cadets (an identical result occurs when academy report writing instructors evaluate papers in a research environment). The following tables summarize this research.

Table 1.  
1992 Evaluation of First Video Test

	<u>% Pass</u>	<u>% Fail</u>
Academy Analytical Scoring	47.7	52.3
Academy Holistic Scoring	40.4	59.6
Professional Holistic Scoring	57.8	42.2
N=139 Reports		
Note: Pass/fail rates based on a representative sample of students.		

Table 2.  
1995 Pilot Administration of Production Test Videos

	<u>% Pass</u>	<u>% Fail</u>
POST Holistic Scoring	80.0	20.0
N= 165 Reports		
Note: This pass/fail rate was based on a representative sample of reports and was achieved in academies that were trial administering the POST writing curriculum.		

Table 3.  
1997 Pilot Norming of Transition Videos

	<u>% Pass</u>	<u>% Fail</u>
Professional Holistic	64.1	35.9
N= 231 Reports		
Note: Pass/fail rates based on a representative sample of students.		

Table 4.  
Agreement of Scores of Report Writing Instructors  
with Professional Raters

	<u>% Pass</u>	<u>% Fail</u>
Professional Raters	57.9	42.1
Academy Report Writing Instructors	55.3	44.7
N= 38 Reports		
Note: Not a representative sample of reports.		

Table 5.  
Agreement of Professional Raters  
with FTOs, FTO Supervisors, Chiefs of Police, and Academy Administrators

	% Pass	% Fail
Professional Raters	43.9	56.1
Others	46.4	53.6
N=41 Reports		
Note: Not a representative sample of reports.		

Tables 1-3 show extremely high failure rates. It should be remembered that all individuals represented in the tables passed report writing and graduated from an academy. There is a clear improvement in passing rates in Table 2, which describes the performance of individuals who were trained during the first utilization of the POST report writing curriculum, but the failure rates are still high. Tables 4 and 5 were included to show the extreme consistency in evaluations between professional raters and academy raters (when the tests are not used operationally). If a standardized, final examination were implemented today and the tests were scored professionally, a failure rate similar to those described in Tables 1-3 could be expected.

Clearly, failure rates of this magnitude would not be acceptable to agencies or academies. In order to avoid this outcome--without lowering standards--improvements must be made in selection procedures and in training methods. The various projects incorporated into this research are intended to focus on and improve specific aspects of the selection and training processes. The following paragraphs summarize the projects and problems they are intended to rectify.

A first step in improving writing is to select only individuals capable of benefitting from training and who can be expected to possess sufficient skills at the end of training to pass the final examination. Selection will be improved by the development of a new, more sophisticated multiple choice test; through continued development and refinement of writing sample testing; and by the generation of expectancy tables during the longitudinal study (described below) which will allow for more accurate identification of individuals more likely to succeed in the curriculum.

Training will be improved by the revision of the POST Report Writing Curriculum and by training all academy report writing instructors. Recent POST research has identified the specific areas of writing deficiency that trouble cadet writers. Both the curriculum and instructor training will directly address these deficiencies.

A third aspect of this project is a longitudinal study that will be started in May of 1998 and completed in May of 1999. The longitudinal study will allow for an evaluation of the curriculum update, teacher training, and improved selection tests. The new selection test will be validated against both performance in

the academy and ability to complete probation. This will provide both legal justification for use of the test and allow for the generation of updated expectancy tables which supply appointing powers with a statistical probability of success for the individuals they select. It will also allow for a validation of the standards for evaluating report writing mid-terms and finals which will be established at the end of the study.

A major aspect of the longitudinal study is the feedback of information regarding the proficiency of cadet writers to academies and hiring agencies. This will be accomplished during the longitudinal study by having the mid term and final exams, which were operationally scored in the academy, rescored by professional raters using the standards that our research has shown to be appropriate in the Transition Project. (We are assuming that the standards validated for the regular Basic will be approximately the same as--and hopefully identical to--those determined appropriate for the Transition Course. If we were to wait until the end of the longitudinal study and then begin the process of score feedback to academies it would take an additional year to complete the project.) This rescored examination will be sent back to the instructor who operationally scored the test and/or to the agency who selected the trainee. The purpose of this is to provide information to those making the selection, training, and evaluation decisions regarding the consistency of their decisions with the standards that will be employed in the future. It is through the longitudinal study that academies and agencies will be informed of how well their students are performing relative to the standards by which they will be evaluated.

If there is no intervention into the means by which individuals are selected and trained, to impose a standardized final writing exam would result in failure rates found in prior research. By improving the selection and training procedures in the manner described above and then imposing a professionally scored end test, trainee writing skills could be significantly improved.

#### RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS to provide the support and consultive services necessary to complete the projects for the improvement of student report writing for an amount not to exceed \$61,627.00.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

**COMMISSION AGENDA ITEM REPORT**

<b>Agenda Item Title</b> Authorization for Contracts for Developing Multimedia Course on Domestic Violence		<b>Meeting Date</b> January 22, 1998
<b>Bureau</b> Training Program Services	<b>Reviewed By</b> Don Moura <i>DM</i>	<b>Researched By</b> Dennis Aronson
<b>Executive Director Approval</b> <i>Seunth L. O'Brien</i>	<b>Date of Approval</b> 2-30-97	<b>Date of Report</b> December 22, 1997
<b>Purpose</b> <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No
In the space provided below, briefly describe the <b>ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION</b> . Use additional sheets if required.		

**ISSUE**

Should the Commission authorize the Executive Director to enter into a series of contracts not to exceed \$200,000 for the development of a multimedia course on domestic violence using federal grant funds implemented by Senate Bill 350.

**BACKGROUND**

At its meeting on July 17, 1997, the Commission approved the spending plan for Senate Bill 350 that implements the federal law: STOP (Services-Training-Officers-Prosecutors) Violence Against Women Formula Grant Program. A multimedia course on domestic violence, budgeted for \$200,000, is one of the programs in the approved spending plan.

For each of the previous multimedia courses developed by POST, the Commission entered into one contract with a vendor to perform all of the analysis, design, and development work. Each of these projects encountered problems resulting in delays and quality of deliverables. One reason was that vendors had to estimate all of the costs of the project before any design work was completed.

**ANALYSIS**

In an effort to overcome these problems, a different approach for developing the domestic violence multimedia course is being considered. Staff has found a qualified vendor, Illustrious, Inc. from Sebastopol, California, to perform most of the work. Since Illustrious is on the California Multiple Award Schedule (CMAS), it is not necessary to follow the normal competitive bidding process.

The reason for having the work performed in phases with separate contracts for each is to provide better project oversight and cost control in order to ensure that POST gets the most value for the money expended. Since the project would involve three or possibly four contracts, having to go to the Commission for approval of each contract could impede the timely development of the course.

The plan is to enter into a contract with Illustrious to perform some initial design work. This work, which will be under \$10,000 and not require Commission approval, will probably be completed by the end of February or early March. At that time, depending on the quality of the initial work, POST would enter into a contract for a detailed design. One deliverable from this contract would be a budget for development, including a prototype. POST would then negotiate the contract for the development phase. Depending upon the design requirements, the prototype development may also require a separate contract.

#### RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to enter into a series of contracts to develop the domestic violence multimedia course using the funds from the SB350 grant -- with the stipulation that the total amount of the contracts does not exceed \$200,000.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Augmentation of Contract with Computer Resources Group		Meeting Date January 22, 1998
Bureau Computer Services Bureau	Reviewed By Glen Fine	Researched By Mitch Coppin
Executive Director Approval <i>Kenneth L. O'Brien</i>	Date of Approval 12-29-97	Date of Report December 29, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

### ISSUE

Should the Commission approve a \$20,000 augmentation of the contract for \$34,800 with Computer Resources Group for the development of a Feasibility Study Report (FSR) and Request for Proposal (RFP) for the new POSTRAC system?

### BACKGROUND

POSTRAC is a computer-based system which permits basic academies to download, print, and machine score POST-developed (and mandated) multiple-choice tests; keep records of student performance, and produce a variety of reports which serve both instructional and administrative purposes. The current POSTRAC system is eleven years old and is no longer meeting POST's needs.

In January 1997, the Commission approved a contract not to exceed \$34,800 to revise the FSR and write an RFP for the new POSTRAC system.

### ANALYSIS

In November 1997, POST entered into an agreement with Computer Resources Group for consulting services to rewrite the existing FSR and an RFP. Originally, the \$34,800 amount was determined by estimating 600 hours at an hourly billing rate of \$58.


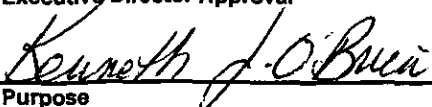
After hiring the consultant and further defining the scope of the project, both the consultant and POST agree that the original estimate of 600 hours is too low. The FSR will likely approach 800 hours, and 40-plus hours are estimated necessary to assist staff with the RFP or other procurement process, including vendor selection.

### RECOMMENDATION

Recommend that the Commission approve a \$20,000 augmentation of the contract for \$34,800 with Computer Resources Group for the development of a Feasibility Study Report (FSR) and Request for Proposal (RFP) for the new POSTRAC system.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request Contract Modification to the ICI Instructors Workshops for Fiscal Year 1997-98		Meeting Date January 22, 1998	
Bureau Training Program Services		Reviewed By Don Moura 	Researched By Dave Spisak
Executive/Director Approval 		Date of Approval 12-12-97	Date of Report November 26, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if require

## ISSUE

**Should the Commission authorize the Executive Director to modify the contract with the San Diego Regional Training Center to add coordination support for the Robert Presley Institute of Criminal Investigation (ICI) Instructors' Update Workshops and administrative support for the ICI Program for the balance of the existing Fiscal Year 1997-98 contract?**

## BACKGROUND

The Commission has authorized contracts for the continuation of special training during the last five years for instructors of the Robert Presley Institute of Criminal Investigation (ICI) so that the ICI Core and the eleven Foundation Specialty Courses could be designed and taught using the adult experience-based learning concepts and competency-based learning objectives. To ensure that all ICI instructors understand and are competent with these concepts and objectives, the 40-hour ICI Instructors' Update Workshop was designed and required for all ICI instructors. The approved contract cost for FY 97-98 was \$58,000.

## ANALYSIS

There are two areas of administrative support where POST staff can shift coordination efforts to the existing contractor and thereby free up staff time to allocate to the POST Strategic Plan: Course coordination for the ICI Instructors Workshop; and, administrative support for the ICI program.

The ICI Instructor Workshops, since their inception, have been handled by the LEC II directing the project. The success of the program has brought with it a substantial time commitment by POST staff. These activities include student registration, arranging for class space, negotiation with hotels, instructors, and preparing course notebooks for students. This work can now more efficiently be accomplished by the Contractor in exactly the same fashion as other mature, on-line courses offered by POST through contractors.

Specifically, a Course Coordinator, provided by the existing contractor, can provide the same level of support for the ICI Instructors Workshop as is provided to the ICI Core Courses. For the balance of this contract year, that support will require 100 hours of coordinator time, a telephone allowance, and a notebook computer.

The contractor is also willing to provide the same support for these classes as is currently provided other similar presentations.

Additionally, approximately 20% of the time of the POST LEC II in charge of the ICI program is spent on administrative functions (student advising, scheduling, tracking, and preparing letters, reports, and certificates) that can now easily be provided by this Contractor. This will shift 38 days, or 1.9 months of labor from POST staff to the Contractor.

The ICI program is mature, fully rationalized, and capable of being supervised by the POST staff without losing quality or effectiveness by such a shift of responsibility.

#### RECOMMENDATION

Authorize the Executive Director to negotiate a contract modification with the San Diego Regional Training Center to provide coordination for the ICI Instructors Workshops, and routine administrative support for the ICI Program during the balance of the FY 1997-98 contract year not to exceed \$25,753.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083**FINANCE COMMITTEE MEETING**

January 21, 1998 - 2:00 p.m.

Sheraton Newporter

4545 MacArthur Boulevard

Newport Beach, CA 92660

(714) 833-0570

**AGENDA****COMMITTEE MEMBERS**Rick TerBorch (C)  
Chuck Brobeck  
Michael Carre  
Philip del Campo  
Ted Hunt  
Tom Knutson  
Ron Lowenberg

- A. CALL TO ORDER
- B. Review of Second Quarter Financial Report and Expenditure Projections for FY 97/98

The Committee will review the reimbursable training volume and categories of expenditures to date as well as expenditure projections for the balance of this year. Reports will be provided at the meeting.

- C. Review of Governor's Budget for FY 1998/99

A copy of POST's FY 98/99 budget, as proposed in the Governor's budget, will be provided at the meeting.

- D. Expenditure Options for FY 97/98

A report with options for increased local agency reimbursements, will be provided at the meeting.

E. Request for Funding of Driving Simulators for the Sacramento Police Department and the Stanislaus County Criminal Justice Training Center

Two agencies are requesting that the Commission fund driving simulators: The Sacramento Police Department and a consortium establishing a Criminal Justice Training Center in Stanislaus County. Proposals from each group will be presented to the Committee at the meeting.

F. Report on Driving Simulator Instruction

As more agencies acquire driving simulators, an issue is whether these agencies should be able to charge reimbursable tuition to cover some of their presentation costs. The annual expenditure is estimated to be as high as \$720,000 annually if all twelve simulator sites charged tuition. The report under this tab includes recommendations to institute a moratorium on future funding of driving simulators, to hire a management fellow to study the effectiveness of the simulator training, and to authorize Plan III reimbursement for only one year.

G. Recommendation on Replacing Law Enforcement Agency Multimedia Equipment

A need exists to update the interactive videodisc equipment provided to all enforcement agencies with state-of-the-art CD-ROM technology. Alternatives for funding this \$2.7 million cost are described under this tab together with a recommendation for POST to fund this investment.

The Long Range Planning Committee reviewed this item at its December 11 meeting and recommended approval.

H. Review of Proposed Contracts on the January 22, 1998 Commission Agenda

- o Request for Approval for Continuation of Contract with Doran to Market Shooting Judgment Scenarios (See Tab L under Commission agenda)
- o Request for Approval to Contract with San Diego Regional Training Center for Cultural Diversity Training (See Tab M under Commission agenda)
- o Request for Approval to Contract with Museum of Tolerance for Tools for Tolerance Training (See Tab N under Commission agenda)
- o Request for Approval to Contract with Cooperative Personnel Services for Research to Improve Basic Course Report Writing (See Tab O under Commission agenda)
- o Request for Approval to Contract for Developing Multimedia Course on Domestic Violence (See Tab P under Commission agenda)

- o Request for Approval of Contract Modification with Computer Resources Group for Development of Feasibility Study Report and Request for Proposal for POSTRAC System (See Tab Q under Commission agenda)
- o Request for Approval of Contract Modification to the ICI Instructors' Workshops (See Tab R under Commission agenda)

I. Review of Proposed Contracts for FY 97/98

At each January meeting, the Commission receives a Committee report on major training, standards, and administrative contracts planned for the upcoming year. Information regarding these contracts is presented in order to obtain the Commission's approval to negotiate and return the proposed contracts for final approval at the April 1998 Commission meeting.

If the Finance Committee concurs, the appropriate action would be to recommend that the Commission authorize the Executive Director to negotiate the contracts and return them to the April meeting for formal approval.

Proposed contracts to be negotiated for FY 98-99:

Training Contracts

1. Management Course

This course is currently budgeted at \$325,449 for 20 presentations spread among five presenters:

- California State University - Humboldt
- California State University - Long Beach
- California State University - Northridge
- California State University - San Jose
- San Diego Regional Training Center

2. San Diego Regional Training Center for support of Executive Training (e.g., Command College, Executive Training, and Executive Seminars)

The San Diego Regional Training Center serves as the chief contractor for a variety of training activities of the Commission conducted by the Center for Leadership Development. Curriculum development as well as instructional and evaluation costs for these training activities for FY 97/98 was \$444,972.

3. CSU Long Beach for support of the Supervisory Leadership Institute

The CSU Long Beach Foundation provides administrative services for the Supervisory Leadership Institute. This includes training site support, ordering materials, paying instructors and auditors, and purchasing/maintaining equipment. Costs for these services in FY 97/98 were \$540,840 for eight classes running continuously throughout the year.

4. Department of Justice Training Center  
The Department of Justice has provided training to local law enforcement each year through an interagency agreement with POST since 1974. The Commission approved a current year contract in an amount not to exceed \$1,193,380.
5. San Diego State University for 12 Satellite Video Broadcasts  
POST currently has an interagency agreement with San Diego State University for \$68,000 for the assembly and transmission of 12 videotape training programs.
6. Alameda County District Attorney's Office and Golden West College for Case Law Update Video Production  
POST currently has contracts with Alameda County District Attorney's Office and Golden West College for \$58,000 for the production of 24 Case Law Update programs each during FY 97/98.
7. Telecourse Programs  
POST has a current year contract with San Diego State University (KPBS) to develop and deliver 12 telecourse programs, three specialized videos, numerous scenario videos, and several specialized "edit only" projects for an amount not to exceed \$550,000.
8. Master Instructor Program  
At its April 24, 1997 meeting, the Commission approved a contract with the San Diego Regional Training Center to provide coordination and presentation support for the Master Instructor Development Program (MIDP). This program is a key element in the Commission's emphasis on improving the quality of instruction for law enforcement. Two MIDP classes, each involving five workshops, are presented annually and overlap fiscal years. Additionally, the contract provides funding for an annual MIDP graduate update workshop. The current contract is in the amount of \$226,947.
9. Robert Presley Institute for Criminal Investigation  
The current year approved contracts total \$530,000 to provide ten offerings of the ICI Core Course.
10. Robert Presley Institute of Criminal Investigation Instructors' Workshops  
The Commission authorized special training during the last four years for instructors of the Robert Presley Institute of Criminal Investigation (ICI) so that the ICI Core and Foundation Specialty Courses are designed and taught using adult experience-based learning concepts.

POST currently has a contract with the San Diego Regional Training Center to present the Robert Presley Institute of Criminal Investigation

(ICI) Instructors' Update Workshops and conduct six course evaluation meetings at a cost not to exceed \$58,000.

11. Basic Narcotics, Basic Motorcycle, and Basic Academy Driver Training  
Last year the Commission approved contracts for specific presenters of the Basic Narcotics, Basic Motorcycle, and Basic Academy Driver Training for FY 96/97. The total amount of current year contracts is \$1,576,991.
12. Labor/Management Partnerships Course  
The San Diego Regional Training Center holds the contract to present four courses during the current fiscal year for a total amount not to exceed \$43,440.
13. Building High Performance, Inclusive Organizations Diversity Course  
The Commission has contracted with the San Diego Regional Training Center for the past five years for presentation of POST's cultural diversity Building High Performance, Inclusive Organizations and other diversity coursework. The current fiscal year contract is for \$78,326.

#### Standards Contracts

14. Cooperative Personnel Services for Basic Course Proficiency Exam  
POST has contracted with Cooperative Personnel Services for administration of the POST Proficiency Examination since 1984. The current year contract is for \$58,000.
15. Cooperative Personnel Services for Entry-Level Reading and Writing Test Battery  
POST has contracted with Cooperative Personnel Services for administration of the POST entry-level reading and writing test battery since 1983. The current year contract is for \$113,800.
16. Cooperative Personnel Services for P.C. 832 Written Examination  
POST has contracted with Cooperative Personnel Services for administration of the P.C. 832 Written Examination since 1989. The current year contract is \$41,500.
17. Cooperative Personnel Services for Entry-Level Dispatcher Selection Test Battery  
POST has contracted with Cooperative Personnel Services for administration of the POST Entry-Level Dispatcher Selection Test Battery since 1997. The current year contract is for \$116,355.

## Administrative Contracts

18. State Controller's Office Interagency Agreement for Auditing Services  
Each year POST has negotiated an interagency agreement with the State Controller's Office to conduct audits of selected local jurisdictions which receive POST reimbursement funds. The Commission approved an agreement not to exceed \$85,000 for the current fiscal year.
19. Interagency Agreement with Teale Data Center for Computer Services  
Each year POST has negotiated an interagency agreement with Teale Data Center (a state agency) for supplemental computer services. The contract provides a link between POST's computer and the Data Center's mainframe computer. This allows data processing jobs and the storage of large data files that require more resources than POST's minicomputer can provide. Current year costs for this service are approximately \$65,000.
20. CALSTARS Contract  
The mandated California Accounting and Reporting Systems (CALSTARS) requires an agreement with the Health and Welfare Data Center to provide computer linkage and necessary data processing services. The Commission approved a current year contract in an amount not to exceed \$25,000.
21. Danka Office Imaging (previously Eastman Kodak) Copier Maintenance Contract  
Each year POST must enter into a contract for maintenance of its Kodak copier. The cost of the maintenance agreement is based on a flat rate plus a per copy charge in accordance with a master services agreement developed by the State Department of General Services. The current year contract is \$16,000.
22. Contract for Computer Software Maintenance and Support - Digital Equipment Corporation  
POST contracted with Digital Equipment Corporation for software support and maintenance for the current year at a cost of \$9,500. It is anticipated that the renewal of the software licenses and support may exceed \$10,000 for FY 98/99.
23. Contract for Computer Software Maintenance and Support - Ingres  
POST uses Ingres database software to maintain peace officer records. The current year contract for telephone support and maintenance for Ingres software is \$21,200.

## J. ADJOURNMENT

**MEMORANDUM**

**To:** Finance Committee

**Date:** December 17, 1997

**From:** KENNETH J. O'BRIEN *Ken*  
Commission on Peace Officer Standards and Training

**Subject:** DRIVING SIMULATORS FOR THE SACRAMENTO POLICE  
DEPARTMENT AND THE STANISLAUS COUNTY REGIONAL  
CRIMINAL JUSTICE TRAINING CENTER

**ISSUE**

Should the Commission approve contracts to provide driver training simulators to the Sacramento Police Department and the Stanislaus County Regional Criminal Justice Training Center?

**BACKGROUND**

As shown on the attached map, ten locations in the state have or have been authorized to purchase driving simulators. The simulators in seven of the sites have been funded by the Commission, and three organizations have purchased the equipment with their own funds. The open circles on the map represent areas in the state that are not yet being adequately served with driving simulator training. Two of these areas are Sacramento County and Stanislaus County.

Three organizations in Stanislaus County have formed a joint powers agreement for a Regional Criminal Justice Training Center in Modesto and have requested POST to fund driving simulators for the training center. The Sacramento Police Department has also requested Commission funding for driving simulators to serve the Sacramento area. Each potential recipient has submitted a letter and proposal, which are attached; each organization has been invited to present its proposal to the Finance Committee at its meeting on January 21.

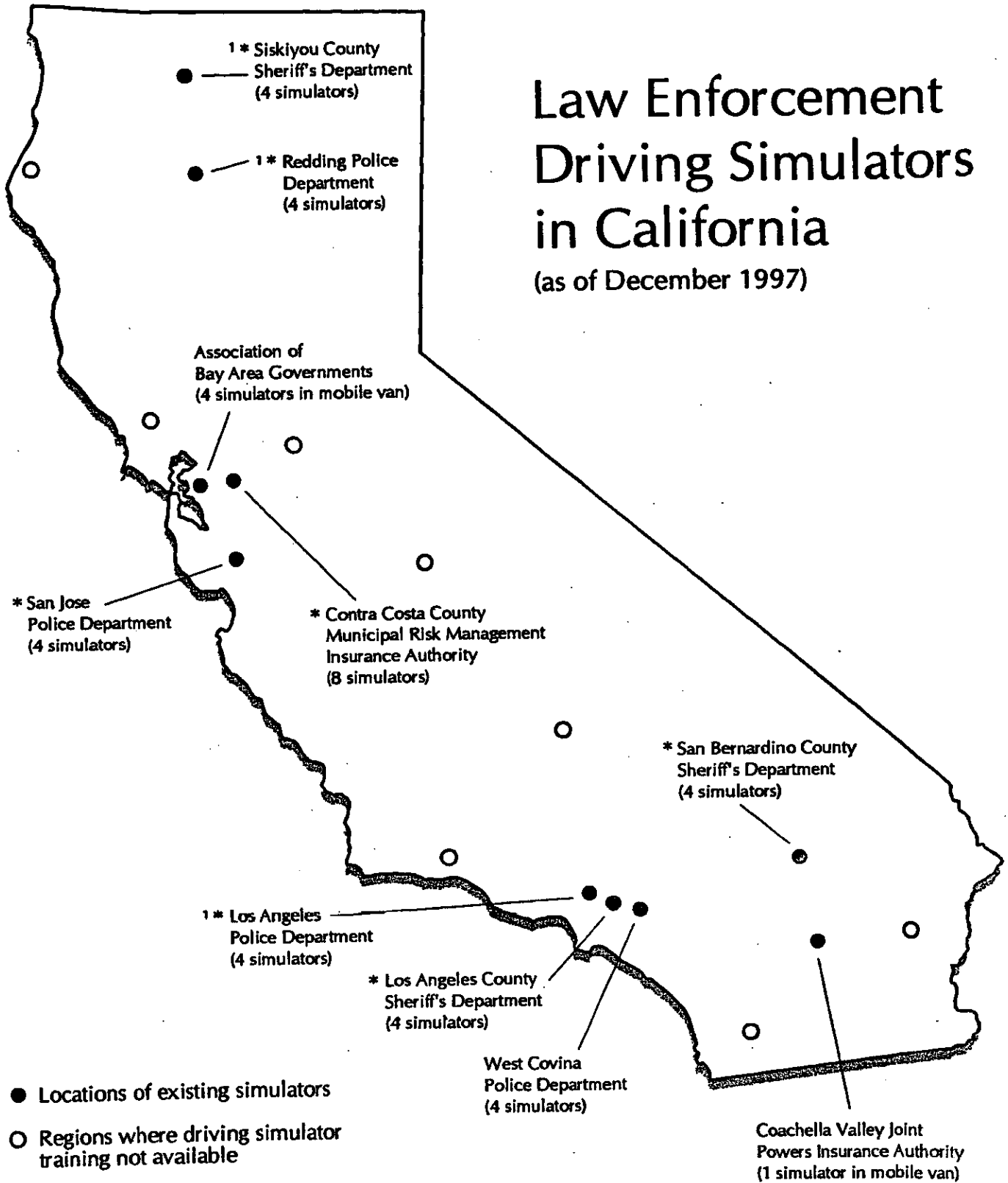
The proposed contracts are contingent upon these proposals being acceptable. No competitive bidding process is required since the proposed contracts are with local governmental agencies. If the Commission authorizes funding for the simulator acquisitions, each potential recipient would be required to purchase equipment that meets specifications established by POST. These specifications are attached.

### RECOMMENDATION

It is recommended that the Commission approve contracts with the Sacramento Police Department and the Stanislaus County Regional Criminal Justice Training Center in the amount of \$286,000 each for the acquisition of driving simulators. The total authorization would be \$572,000.

# Law Enforcement Driving Simulators in California

(as of December 1997)



Total number of driving simulators in the state (including those approved but not yet installed): 41

Total number of sites/agencies: 10

\* Simulators funded by the Commission

1 Not yet installed



DEPARTMENT OF  
POLICE

ARTURO VENEGAS, JR.  
CHIEF OF POLICE

CITY OF SACRAMENTO  
CALIFORNIA

December 29, 1997  
Ref. 12-29

HALL OF JUSTICE  
813 SIXTH STREET  
SACRAMENTO, CA  
95814-2495

PH 916-264-5121  
FAX 916-448-4620  
E-MAIL  
spdcou@quiknet.com  
http://  
www.quiknet.com/spd/

Ken O'Brien, Executive Director  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816

Dear Mr. O'Brien:

Attached is the Sacramento Police Department's proposal for funding to purchase a law enforcement driving simulator. The Department is deeply committed to providing its employees with state of the art training in emergency response driving situations. We believe a driving simulator will enhance our current POST certified driving training and will improve driver safety and reinforce decision making skills.

It is our goal to improve officers' judgment and decision making skills in both emergency response and normal driving situations. In addition we hope to provide supervisors with the opportunity to improve judgment and decision making during pursuit situations.

Thank you for your consideration of our proposal. I am enthusiastic about it because of my commitment to ensuring that the officers of the Sacramento Police Department receive training that will enable them to perform their duties safely. We look forward to hearing from you.

Sincerely,

  
ARTURO VENEGAS, JR.  
Chief of Police

AV:gl

**SACRAMENTO POLICE DEPARTMENT  
PROPOSAL FOR DRIVING SIMULATORS  
TO THE CALIFORNIA COMMISSION ON  
PEACE OFFICER STANDARDS AND TRAINING**

**January 2, 1998**

**Contact Person:** Lupe Rangel, Lieutenant  
Training Section  
Sacramento Police Department  
900 8<sup>th</sup> Street  
Sacramento, CA 95814

**Phone:** (916) 264-8263  
**FAX:** (916) 264-8285

The Sacramento Police Department (SPD) requests funding from the State of California Commission on Peace Officers Standards and Training (POST) to purchase law enforcement driving simulator equipment. The SPD proposes to use the simulator in its Basic Academy and Continuing Professional Training program as a tool to improve driver safety and reinforce decision making skills.

**Goal: Enhance and reinforce decision making skills of officers and supervisors**

The SPD's goal in acquiring the simulators is to improve officers' judgement and decision making skills in emergency response situations, as well as in normal driving situations. An important aspect of this goal is to improve the judgment and decision-making skills of officers during pursuit situations, which include determining when it is appropriate to initiate and abandon a pursuit and ensuring that officers are able to successfully perform the roles of primary and secondary units.

Simulator training for supervisors will emphasize and reinforce the importance of proper supervisor monitoring and intervention during pursuits and high speed driving, stressing judgement and good decision making.

Training on the simulators would also facilitate the Department's efforts to review and revise its General Order regarding Code 3 driving and pursuit procedures.

**Specifications:**

- ▶ The complete simulator system should accommodate a minimum of three trainees (one each in three simulator pods) and one instructor at an instructor work station that includes a situation display showing the view seen by a driver in any of the simulator pods. The simulator pods must be capable of being linked so that the drivers in each pod can interact together in a scenario.

Sacramento Police Department  
Law Enforcement Driving Simulator Proposal  
January 2, 1998  
Page 2

- ▶ It must be possible to program automobile traffic and other elements to create scenarios and to communicate via a microphone with each simulator or with all of them.
- ▶ The proposed driving simulator should also allow students to maintain appropriate coordination and communication with other officers involved in multiple-unit pursuits or emergency driving.
- ▶ The following equipment should be included in the simulator: turn signal lever, shift lever, steering wheel (equipped with a horn button that will function normally under normal driving and change to siren mode when in code 3 operation), speedometer (digital on screen and analog during driving; digital display during replay scenarios), ignition, lights, brake pedal, parking brake and release, gas pedal, fuel gauge, trip meter with reset button, wiper switches, adjustable seat with seat belt, and cooling fan for driver. There should be an interior light in the cab or at least the capability for one to be added.
- ▶ There must be a compass in each simulator indicating the direction of travel.
- ▶ The following emergency equipment must be available: a two-frequency simulated police radio with microphone (with cue button) PA/radio select, volume control, switches for activating emergency equipment: code selection (amber, red, or code 3), siren-yelp, wail, or both.
- ▶ It must be possible to record a student's driving performance for later playback and to store this record on a computer's hard drive or diskette. Playback must display the following during all of the student's driving: speed, use of radio, use of emergency equipment (siren lights), and road position. It must be possible to view the playback from different perspectives (vehicle overhead, helicopter, or driver's eye).
- ▶ Programmable objects must include at a minimum the following: range of cars (coupes and sedans), small and large trucks, emergency vehicles, pedestrians and officers, road barriers, bicycles, animals, and traffic signals. If possible, emergency vehicles should have wig-wag lights on the light bar to indicate when code 3.
- ▶ The universe that the driver engages must include streets that cover a several block downtown area, residential area, and rural area.
- ▶ Programmed traffic must appear at particular locations regardless of the speed at which the simulator driver is proceeding. The ability to program traffic to interfere with primary or secondary units is preferable.

Sacramento Police Department  
 Law Enforcement Driving Simulator Proposal  
 January 2, 1998  
 Page 3

- ▶ All vehicles in a scenario must have programmable turn signals and brake lights.
- ▶ It must be possible to change colors of cars and weather conditions (rain, snow, fog) and time of day (dusk, night, day). When streets are wet, the coefficient of friction must change accordingly.
- ▶ The field of view must be at least 200 degrees so that the driver can move into an intersection and readily view oncoming traffic from either side.
- ▶ It is preferable that at least two different styles or models of police vehicles are available for scenarios that involves more than one jurisdiction.
- ▶ It would be desirable if the simulator could also be programmable for Fire Department personnel use.
- ▶ Street information from Thomas Brothers Maps can be programmed in.
- ▶ A simulator with interactive realistic images on the screen would be preferred.

### **Simulator Training Venues**

Training on the simulators would be provided through the Sacramento Police Department's Basic Recruit Academy, its in-service training program, the Continuing Professional Training program, and the Community Service Officer training program.

The Basic Recruit Academy training, which is attended regionally, consists of 988 hours of which 664 are state mandated. Continuing Professional Training consists of 24 hours of POST mandated training and an additional 16 hours of annual in-service. The Community Service Officer Academy is 250 hours.

### **Number of Students/officers to be trained**

It is anticipated that between 120 and 160 Basic Academy students, 200 to 250 In-service students, and 20 to 40 Community Service Officers will receive training on the simulators annually.

### **Cooperative agreements with other agencies to provide/facilitate training opportunities**

The Sacramento Police Academy provides Basic Academy training to police cadet

Sacramento Police Department  
Law Enforcement Driving Simulator Proposal  
January 2, 1998  
Page 4

trainees from the Cities of Berkeley, Hayward, Davis, West Sacramento, Roseville, and Rocklin, as well as the police departments of UC Berkeley and UC Davis.

The Sacramento Police Department has cooperative agreements and an instructor sharing arrangement with the Sacramento County Sheriff's Department, Sacramento County District Attorney's Office, Women Escaping A Violent Environment (WEAVE), and Sacramento Mental Health.

Simulator training for approximately 100 to 150 additional students from these agencies may be accommodated annually.

#### **Affiliations with colleges**

The Sacramento Police Department's Basic Course and in-service training are affiliated with Yuba Community College District and exceed the minimum requirements established by the California Commission on Peace Officers Standards and Training (POST). In addition, the department is currently negotiating with the Los Rios Community College District to establish an affiliation..

#### **Sacramento Regional Public Safety Training Center**

The Sacramento Police Department has joined with the Sacramento County Sheriff's Department, the Sacramento Fire Department, the American River Fire Protection District, and the Sacramento County Fire Protection District, to form the Sacramento Regional Public Safety Training Center (SRPSTC). SRPSTC is in the process of applying for property and facilities at McClellan Air Force Base, which has been scheduled for closure in 2001. It is our goal to establish a state-of-the-art public safety training center for the greater Sacramento area, and throughout northern California. As part of SRPSTC, a site at the northwest corner of the base has been selected by the city and the county with the intent of developing a 142-acre Emergency Vehicle Operations Course (EVOC).

The EVOC would be a multi-use facility designed to train public safety officers and other civil service employees in defensive driving, vehicle placement, and vehicle control techniques. The facility would include a 1.2 mile Rural Area Training System, a Low Speed Skid Plan, a Large Vehicle Skid Plan, a City Street Intersection and Vehicle Control Area, a Four Wheel Drive Training Area and a Motorcycle Training Area.

The acquisition of a Law Enforcement Driving Simulator would reinforce decision making training for students who have already had hands-on EVOC training. It would enhance the educational and training options available at the SRPSTC.

Sacramento Police Department  
Law Enforcement Driving Simulator Proposal  
January 2, 1998  
Page 5

Once the Sacramento Regional Public Safety Training Center (SRPSTC) is established, Sheriff's Department and Fire Department personnel would also be using the simulators to improve driving skills. The Sacramento Sheriff's Department currently provides pre-service and in-service training programs to approximately 2,000 sworn and non-sworn personnel annually.

#### **Program management**

If possible, the Sacramento Police Department would assign one (1) FTE sergeant and one (1) FTE Police Clerk to manage and coordinate the driving simulator program.

#### **Amount requested**

The Sacramento Police Department has received an estimated cost of \$300,000 for a four pod driving simulator manufactured by DORON Precision Systems, Inc.

#### **Assumption of Maintenance Costs**

Maintenance costs for the simulators, which are estimated at \$2,250 annually, would be funded out of the Office of Administrative Services's budget.

# Sheriff's Department



97 DEC 31 AM 9:14

P.O. BOX 858/250 E. HACKETT RD. ( 85358)  
MODESTO, CALIFORNIA 95353  
TELEPHONE (208) 525-7218 FAX: (208) 525-7108

**STANISLAUS COUNTY**

**LES WEIDMAN**

SHERIFF - CORONER  
PUBLIC ADMINISTRATOR

December 18, 1997

Commission on POST  
Finance Committee  
1601 Alhambra Blvd.  
Sacramento, CA 95816-7083

Dear Finance Committee:

The Stanislaus County Sheriff's Department is requesting the P.O.S.T. Finance Committee to consider funding a four unit driver simulator (AMOS by Doron Precision Systems). Stanislaus County is in the process of building a Regional Criminal Justice Training Center which should be operational no later than March 1, 1998.

We would like to develop a full-service program which combines hands-on vehicle operation, simulator, interactive video, and classroom instruction to enhance skills and competency in vehicle operations. This training will provide more skills for the safety of officers and the public, and reduce liability issues for the agencies participating in the program.

Sincerely,

LES WEIDMAN, Sheriff-Coroner  
Stanislaus County

LW:JH:bjb

STANISLAUS COUNTY SHERIFF'S DEPARTMENT  
PROPOSAL  
December 16, 1997

GOAL:

To enhance the current driver training program by the incorporation of driving simulators. Thus allowing students to have as much information and as many driving skills as are available.

LOCATION:

The driver simulator unit will be housed in modular unit at the new Training Center site. There is already an area designated for a modular unit.

INSTRUCTORS:

Instructors will be selected according to P.O.S.T. standards for certification and will be employed by the Yosemite College District.

TRAINING:

Law enforcement from Stanislaus, San Joaquin, Amador, Alpine, Calaveras, Tuolumne, Merced, and Mariposa Counties would be the targeted area for the new Training Center. There is no training of this type in the central valley area. Officers must go to the Bay Area, north to Redding, or south to San Bernardino County.

Our number one priority would be law enforcement personnel training. It is planned to expand services to include training for other government agencies (Fire Department, Ambulance Companies) and private industry (Private Security, Tow companies). This will assist in revenue to support the driving program, pay for service contracts, and updating as needed. A side benefit is a greater degree of safety for the public when the above mentioned occupations are better trained.

PROPOSAL:

That the P.O.S.T. Financial Committee award to the Stanislaus County (Ray Simon Regional Criminal Justice Training Center) the cost of purchasing four (4) AMOS (Advanced Mobile Operations Simulator). The cost including installing, computer, software, computer hardware, and training of staff.

## **California Commission on Peace Officer Standards and Training**

### **SPECIFICATIONS FOR A LAW ENFORCEMENT DRIVING SIMULATOR**

The purposes of a law enforcement driving simulator are as follows:

- Improve officers' judgment and decision-making skills in emergency response situations and in normal driving situations.
- Improve judgment and decision-making skills of officers and supervisors during pursuit situations, which include determining when it is appropriate to initiate and abandon a pursuit and ensuring that officers are able to successfully perform the roles of primary and secondary units.
- Maintain appropriate coordination and communication with other officers involved in multiple-unit pursuits or emergency driving situations.
- Practice appropriate safe driving tactics while engaged in emergency driving.
- Experience the consequences of driving behavior.

The minimum specifications for a law enforcement driving simulator are listed below:

1. The complete simulator system should accommodate at least three trainees (one in each of three simulator pods) and one instructor at an instructor workstation that includes a situation display showing the view seen by a driver in any of the simulator pods. The simulator pods must be capable of being linked so that the drivers in each pod can interact together in a scenario. (For example, one driver may be the primary unit in a pursuit while the other drivers are secondary units in the same scenario.)
2. It must be possible to program automobile traffic and other elements to create scenarios that can be stored and run at a later time.
3. An instructor must have the capability to load and activate pre-programmed scenarios and to communicate via a microphone with each simulator or with all of them.
4. The following equipment should be included in the simulator: turn signal lever, shift lever, steering wheel (equipped with horn button that will function normally under normal driving and change to siren mode when in code 3 operation), speedometer (digital on screen and analog during driving; digital display during replay of scenarios), ignition, lights, brake pedal, parking brake and release, gas pedal, fuel gauge, trip meter with reset button, wiper switches, adjustable seat with seat belt, and cooling fan for driver. There should be an interior light in the cab or at least the capability for one to be added.

5. There must be a compass in each simulator indicating direction of travel.
6. The following emergency equipment must be available: a two-frequency simulated police radio with microphone (with cue button), PA/radio select, volume control, switches for activating emergency equipment: code selection (amber, red, or code 3); siren--yelp, wail, or both.
7. It must be possible to record a student's driving performance for later playback and to store this record on a computer's hard drive or diskette. Playback must display the following during all of the student's driving: speed, use of radio, use of emergency equipment (siren, lights), and road position. It must be possible to view the playback from different perspectives (vehicle overhead, helicopter, or driver's eye).
8. Programmable objects must include at a minimum the following: range of cars (coupes and sedans), small and large trucks, emergency vehicles, pedestrians and officers, road barriers, bicycles, animals, and traffic signals. If possible, emergency vehicles should have wig-wag lights on light bar to indicate when code 3.
9. The universe that the driver engages must include streets that cover a several-block downtown area, residential area, and rural area.
10. Programmed traffic must appear at particular locations regardless of the speed at which the simulator driver is proceeding. The ability to program traffic to interfere with primary or secondary units is preferable.
11. All vehicles in a scenario must have programmable turn signals and brake lights.
12. It must be possible to change colors of cars and weather conditions (rain, snow, fog), and time of day (dusk, night, day). When streets are wet, the coefficient of friction must change accordingly.
13. The field of view must be at least 200 degrees so that the driver can move into an intersection and readily view oncoming traffic from either side.
14. It is preferable that at least two different styles or models of police vehicles are available for scenarios that involve more than one jurisdiction.

**MEMORANDUM**

**To:** Finance Committee

**Date:** December 29, 1997

**From:** Kenneth J. O'Brien  
Executive Director  
**Commission on Peace Officer Standards and Training**

**Subject:** RECOMMENDATION FOR USING CD-ROM RATHER THAN VIDEODISC FOR  
DELIVERY OF MULTIMEDIA TRAINING

**Background**

At the joint meeting of the Long Range Planning and Finance Committees on November 5, 1997, staff made a presentation on the status of the POST multimedia program, including the benefits of the technology, how multimedia supports the Strategic Plan, issues of changing technology, and three options for the committees to consider for the future: (1) develop new courseware in CD-ROM format, (2) use existing IVD systems for two to three more years and continue to develop videodisc-based courseware, or (3) develop new courseware in both videodisc and CD-ROM formats.

**Summary of Technical Issues**

There are four major technical issues that are relevant when considering moving from our present IVD delivery medium to CD-ROM:

- Issue 1: Digital video via CD-ROM is now of sufficient quality to surmount the last remaining advantage of analog video via videodisc.
- Issue 2: More than 90% of the existing IVD computers use a special board for analog video that the manufacturer has stopped producing and for which it is phasing out support.
- Issue 3: New courses must be developed using Windows-based tools. Newer versions of these tools do not support IVD.
- Issue 4: Internet delivery of courseware has great potential for POST but requires more powerful computers than are now being used for the IVD systems.

**Analysis**

Government and industry are rapidly replacing analog video on videodisc with digital video delivered via CD-ROM for multimedia training programs. There are numerous advantages for POST to make this change also:

- **Simplicity** -- A single CD-ROM can hold all of the video and computer code for an average sized course. Floppy diskettes and multiple videodiscs will no longer be required.
- **Flexibility for Officers** -- A CD-ROM-based course can be run on any computer that has the required processing power and high-speed CD-ROM drive. This is in contrast to the specialized configuration required for a videodisc system.
- **Less Expensive** -- A CD-ROM can be mastered and reproduced for approximately 6% of the cost of a videodisc. The software needed for playback of digital video can be installed as part of the operating system. In contrast, the hardware needed for displaying video in the present POST systems costs approximately \$1,000 for each machine.
- **Updating Becomes Economical** -- Digital video files can be replaced, which means updating video will be more economical than updating comparable analog video.
- **Opens Possibilities for Using the Internet for Training** -- Organizations are beginning to use the Internet combined with CD-ROM in a "hybrid" system. Staff is investigating the possibility of conducting a pilot project using Internet delivery with a version of the multimedia course on domestic violence.
- **Use by Agencies Outside of California** -- There is considerable interest in the POST multimedia courseware outside of California, but the laserdisc format has been an impediment. POST could receive cost recovery payments from the sale of CD-ROM courses.
- **Availability of Off-the-Shelf Courseware** -- There are existing courses on CD-ROM that may have potential for use by California law enforcement. An example is a course on hazardous materials developed by a vendor working in cooperation with the U.S. Air Force.
- **System for Electronic Transfer of Data** -- A modem included in a new multimedia computer would enable electronic data transfer between POST and the agencies.

The issue is not whether to move to digital video but when. Technology is driving the change to a digital video delivery medium. The expense and inconvenience of upgrading the old computers to run Windows-based videodisc courses would be a short-term solution since the technology for developing and supporting videodisc training is disappearing. These resources would be better used to move to the future. Furthermore, reconfiguring the computers to run both DOS-based and Windows-based courses would make the systems more difficult for training managers and officers to use.

### **Recommendation**

It is recommended the Commission authorize up to \$2.7 million to reimburse agencies in the POST program for the purchase of new computers that would be relatively high-end systems usable for several years. In addition to optimizing the delivery of digital video, these systems

would accommodate Internet-based courseware and have the potential in the future for possibly moving to a higher quality video technology and a larger capacity storage medium such as DVD (digital video disc).

The \$2.7 million cost is a maximum amount, based on a cost of \$3600 per system for 750 computers. The actual cost may be lower depending on the detailed specifications and the total number of computers purchased. Using CD-ROM may increase the number of agencies eligible for more than one system, potentially making the total number of systems as high as 750.

If the Commission approves the above recommendation, staff should also be directed to do the following:

1. Develop new multimedia courseware for delivery via CD-ROM only, beginning with the program on domestic violence.
2. Develop detailed technical specifications for new multimedia systems and notify agencies of these specifications and the procedure to follow for making the purchases and receiving reimbursement.
3. Determine the estimated cost to have the existing IVD courses converted to CD-ROM and report back to the Commission.

The reason for this recommendation is that agencies will continue using their present IVD systems to run the existing courses. However, when the special board inside those computers fails, it could be difficult to replace or repair, making it impossible to use the IVD courses.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Management Course Contracts Fiscal Year 1998/99		Meeting Date January 22, 1998
Bureau Center for Leadership Development	Reviewed By <i>Jan Hae</i>	Researched By Tom Hood
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-29-97	Date of Report December 8, 1997
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Commission review and approval of Management Course contracts as proposed for Fiscal Year 1998/99 are required to authorize the Executive Director to negotiate contracts with presenters.

BACKGROUND

These courses are currently budgeted at \$325,499 for twenty (20) presentations by five presenters:

California State University - Humboldt  
California State University - Long Beach  
California State University - Northridge  
California State University - San Jose  
San Diego Regional Training Center - San Diego

No other educational institutions have expressed interest in presenting the Management Course. In addition, there are two certified Management Course presenters who offer training to their own personnel at no cost to the POST fund:

California Highway Patrol  
State Department of Parks and Recreation

ANALYSIS

Course costs are consistent with POST tuition guidelines. Required learning goals are being satisfactorily presented by each contractor.

It is estimated that 20 presentations will be required in FY 1998/99. Staff anticipates some increases over FY 1997/98 due to increased costs for instructors, coordination, facilities, and materials.

RECOMMENDATION

Authorize the Executive Director to negotiate new contracts to be returned to the Commission at the April 1998 meeting.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Command College and Executive Training Fiscal Year 1998/99		Meeting Date January 22, 1998
Bureau Center for Leadership Development	Reviewed By <i>W. A. Hall</i>	Researched By Beverley Short
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-29-97</i>	Date of Report December 4, 1997
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Issue

Commission review and approval of the Command College and Executive Training contract for Fiscal Year 1998/99 are required to authorize the Executive Director to negotiate with the presenter.

Background

Since the inception of the Command College in 1984, the Commission has approved a contract with San Diego Regional Training Center to provide the services of faculty, facilitation, coordinators, facilities, materials, course development, and related activities for the Command College and seminars for chiefs, sheriffs, and senior law enforcement managers. Additionally, beginning with the 1992/93 Fiscal Year, the Commission approved the costs of administering and presenting the Executive Development Course to be included in the executive training contract.

In the 1997/98 Fiscal Year, the Commission approved funding for a Leadership Conference. The first conference was held in Burbank on November 12-14, 1997, with approximately 550 managers and executives in attendance at an estimated of \$25,000 (\$45.00 per person). The second Leadership Conference is being considered for 1998/99 Fiscal Year at an estimated cost similar to that of the first conference.

Executive training has been designed to meet the stated needs of chiefs, sheriffs, and senior managers. In 1998/99 CLD staff will develop, coordinate, and present approximately 35 executive seminars.

The Executive Development Course is presented in two modules of 40 hours each. The course is held in both the northern and southern part of the state for the convenience of the participants and to further conserve on travel and per diem reimbursement costs. During 1997/98 Fiscal Year, six presentations were approved by the Commission for a total cost of \$127,020. The total cost for the Executive Development Course for 1998/99 is expected to remain the same as 1997/98.

The total contract amount for the Command College, management and executive training

seminars, and the Executive Development Course for Fiscal Year 1997/98 is \$444,972. Contract costs for 1998/99 are estimated to increase slightly due to increased training costs.

Analysis

Funds will be needed to support the on-going programs of the Command College, Executive training and seminars, Executive Development Course, and the Leadership Conference.

Recommendation

Authorize the Executive Director to negotiate a new contract to be returned for Commission approval at the April 1998 meeting.

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Supervisory Leadership Institute Contract Fiscal Year 1998/99		Meeting Date January 22, 1998	
Bureau Center for Leadership Development		Reviewed By <i>Dan Hall</i>	Researched By Neil Zachary
Executive Director Approval <i>Kenneth J. O'Brien</i>		Date of Approval <i>12-29-97</i>	Date of Report December 9, 1997
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Commission review and approval of the Supervisory Leadership Contract as proposed for Fiscal Year 1998/99 are required to authorize the Executive Director to negotiate a contract with CSU Long Beach.

The Commission initially approved the Supervisory Leadership Institute (SLI) in Fiscal Year 1988/89. In the first year, three classes were presented, each comprising 8 three-day workshops. The demand steadily grew for SLI, and the Commission approved additional classes to satisfy the demand. After approval of the SLI budget for Fiscal Year 1997-98, the Commission approved the Finance Committee's recommendation to increase SLI to 10 classes per year.

The 1997/98 contract costs are \$540,840.00. These costs are consistent with similar management and executive training programs administered by POST. Plans are to increase the number of SLI classes to 10 in FY 98/99. This will require the increase of the number of facilitators to meet the need of team instruction and courses being presented simultaneously.

Authorize the Executive Director to negotiate a new contract to be returned for Commission approval at the April 1998 meeting.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST/DOJ Interagency Agreement for Training		Meeting Date January 22, 1997
Bureau Training Delivery and Compliance Bureau	Reviewed By Ronald T. Allen, Chief <i>RA</i>	Researched By Mickey Bennett <i>MB</i>
Executive Director Approval <i>James H. J. Albene</i>	Date of Approval <i>12-29-97</i>	Date of Report November 25, 1997
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

**ISSUES**

Should the Commission authorize the Executive Director to negotiate an Interagency Agreement with the Department of Justice Advanced Training Center to provide training to local law enforcement agencies during Fiscal Year 1998-99?

**BACKGROUND**

The Department of Justice has been contracting with POST to provide training to local law enforcement agencies since 1974. During Fiscal Year 1997-98, the amount allocated to this training was \$1,193,380. For this amount the Department of Justice presented 21 separate courses.

These courses are unique and have been developed at the request of POST staff. The state-wide training needs assessment indicates some courses need additional presentations and at least one new course needs to be developed. The contract for Fiscal Year 1998-99 should not exceed \$1,200,000.

**RECOMMENDATION**

Authorize the Executive Director to negotiate an agreement with the Department of Justice for Fiscal Year 1998-99. Not to exceed \$1,200,000.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Authority to Negotiate Contract for Broadcast of Video Training Tapes for FY 1998-99		Meeting Date January 22, 1998
Bureau Training Program Services	Reviewed By Don Moura <i>[Signature]</i>	Researched By Ron Crook <i>[Signature]</i>
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 12-29-97	Date of Report December 1, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate an interagency agreement with San Diego State University or other public entities to assemble and broadcast twelve videotape training programs during Fiscal Year 1998/99.

BACKGROUND

During Fiscal Year 1997/98, the Commission approved a \$68,000 contract with San Diego State University for twelve satellite broadcasts of videotape training programs. Six of the broadcasts have been completed in Fiscal Year 1997/98, with the remaining six scheduled for one each month through June 1998. The broadcasts are recorded off satellite and used by law enforcement agencies for training of their personnel. Feedback from the field continues to be highly supportive of the monthly training video broadcasts, and the Commission is encouraged to continue this program.

ANALYSIS



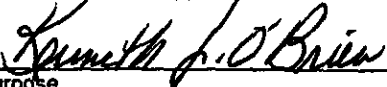
Satellite broadcasts of law enforcement training segments has proven to be an effective method for program delivery. Each two-hour broadcast contains at least four high quality, agency-produced videotapes and four Case Law Update segments (two each produced by the Alameda County District Attorney's Office and Golden West College). More than 550 videos have been presented via satellite since the series began in December 1988. Satellite distribution has greatly expanded the use of specialized law enforcement video material and has helped to improve the effectiveness of training programs overall.

RECOMMENDATIONS

It is recommended that the Executive Director be authorized to negotiate a renewed contract with San Diego State University, or other units of the California State University system, for the assembly and transmission of twelve training tape satellite broadcasts.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Authority to Negotiate Contracts to Produce Case Law Update Satellite Programs for FY 1998-99		Meeting Date January 22, 1998
Bureau Training Program Services	Reviewed By Don Moura 	Researched By Ron Crook 
Executive Director Approval 	Date of Approval 12-29-97	Date of Report December 1, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate contracts with the Alameda County District Attorney's Office and Golden West College to produce 24 Case Law Update training programs each during Fiscal Year 1998/99.

BACKGROUND

During Fiscal Year 1997/98, the Commission approved \$58,000 for contracts with Alameda County District Attorney's Office and Golden West College for the production of 24 Case Law Update programs by each agency. Twelve programs from each agency have been produced and broadcast in 1997/98, with twelve from each producer scheduled for the remaining months of this fiscal year. The reaction to these case law segments continues to be favorable as they are presented monthly via satellite to California law enforcement agencies. The Commission is encouraged to continue the case law updates series during the coming year.

ANALYSIS

Case Law Updates were added to POST's Training Videos satellite broadcasts to provide current information on recent court decisions to all California law enforcement agencies. The presenters for these segments are assistant district attorneys and a judge of the Orange County Superior Court. The subject matter is coordinated by POST staff to avoid duplication of production efforts. Cases are carefully selected for timeliness and relevance to the needs of the law enforcement community. Case Law Updates continue to add to the overall effectiveness of POST's videotaped training broadcasts.

RECOMMENDATIONS

It is recommended that the Executive Director be authorized to negotiate renewed contracts with the Alameda County District Attorney's Office and Golden West College for the production of 24 Case Law Updates from each agency during the 1998/99 fiscal year.

With the installation of encryption at KPBS early in 1998, an increase of \$500 to \$600 per telecourse will occur as well as probable increases in uplinking costs. An increase in overall budget of \$10,000 should adequately address those issues. Therefore a total broadcast budget of \$620,000 is projected.

San Diego State University KPBS Public Broadcasting has provided POST with excellent production capability. Their management, script writers, producers, directors, and camera operators have adapted well and support POST'S demand for high quality law enforcement programming.

#### RECOMMENDATION

Authorize the Executive Director to negotiate with San Diego State University or other public entities for production of telecourses and specialized training videos for fiscal year 1998-99.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for authority to Negotiate Contracts for the FY 1998-99 Telecourse Programs		Meeting Date January 22, 1998
Bureau Training Program Services	Reviewed By Don Moura <i>[Signature]</i>	Researched By May Bray <i>[Signature]</i>
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 12-29-97	Date of Report November 25, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate an interagency agreement with San Diego State University, or other public entities, for distance learning telecourse training programs for fiscal year 1998-99.

BACKGROUND

During fiscal year 1997-98, POST will have produced and presented a total of 12 telecourses, three specialized videos, numerous scenario videos for the Basic Course and several specialized "edit only" projects. The current fiscal year contract is for \$935,000. The original \$550,000 contract was augmented pursuant to Assembly Bill 350, providing among other projects \$385,000 to complete domestic violence related telecourses and to film scenarios dealing with domestic violence for the Basic Course.

The production and presentation of satellite telecourses continues to be a valuable, effective training medium. The Law Enforcement community has enthusiastically accepted the medium, as evidenced by positive evaluations and many unsolicited calls requesting specific topics for future broadcasts. Moreover, 429 law enforcement agencies currently possess satellite receivers provided by the Commission and an increase in program demand continues.

ANALYSIS

It is proposed to produce 12 telecourses during the 1998-99 fiscal year at an average cost of \$45,000 each and to produce two specialized videos at an average cost of \$30,000 each. Additionally, after a review of POST's role in video distribution to California law enforcement agencies, our analysis revealed that providing in-state agencies VHS copies of the tapes is not efficient use of our resources. Our records show that we currently duplicate and distribute approximately 75 VHS copies per month of the videos.

As of December 1, 1997, KPBS Television is handling the duplication and distribution of POST satellite training programs. The enhancement of the contract of \$10,000 will cover these duplicating and shipping costs to POST participating agencies.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Request for Authority to Negotiate a Contract for 1998/99 Instructor Development Support</b>		Meeting Date <b>January 22, 1997</b>
Bureau <b>Training Program Services</b>	Reviewed By <i>DM</i> <b>Don Moura (Acting)</b>	Researched By <i>Lou Madeira</i> <b>Lou Madeira</b>
Executive Director Approval <i>Keneth J. Brin</i>	Date of Approval <b>12-29-97</b>	Date of Report <b>November 18, 1996</b>
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate a contract for Instructor Development Support for Fiscal Year 1998-99?

BACKGROUND

At its April 24, 1997 meeting, the Commission approved a contract with the San Diego Regional Training Center to provide coordination and presentation support for the Master Instructor Development Program (MIDP). The contract, totalling \$226,947, provided fiscal support for workshops associated with MIDP classes 6, 7, 8 and 9. In addition, the contract funded an update seminar for previous program graduates which was held in June.

ANALYSIS

The Master Instructor Development Program consists of five workshops presented over a twelve month period including an 80-hour Core Course, a 32-hour Learning Contract Workshop, two 24-hour Progress Workshops and a final 40-hour Competency Validation Workshop. A full program transcends fiscal years.

The MIDP is designed to elevate experienced law enforcement instructors to a mastery level in Instructional Systems Design (ISD), adult learning concepts, student-centered active training techniques, emerging instructional technologies, training materials development, and research methodologies. Individuals completing the course mentor both novice and journeymen trainers at their local training centers and form the cadre of trainers needed to present other instructor development courses statewide. The Master Instructor Development Program is a fundamental element of the Commission's emphasis on improving the overall quality of instruction for California law enforcement and is integral to the Commission's prevailing Strategic Implementation Plan with regard to support of instructor selection and training standards.

Authority to negotiate terms for a new annual contract with the San Diego Regional Training Center is appropriate. This 1998-99 contract would provide support for the conclusion of Class 8, support for Classes 9 through 11, and course development support as described above. As in the past, the contract would also incorporate a graduate update seminar and provide resources, as needed, for the training of back-up instructional facilitators.

The San Diego Regional Training Center has provided POST with acceptable presentation support and meets POST's demand for high quality law enforcement training.

#### **RECOMMENDATION**

Authorize the Executive director to negotiate a contract with the San Diego Regional Training Center for the Instructor Development Support for Fiscal Year 1998-99.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Authorization to Continue Robert Presley Institute of Criminal Investigation Core Course Contract FY 1998-99		Meeting Date January 22, 1998
Bureau Training Program Services	Reviewed By Don Moura <i>DM</i>	Researched By Dave Spisak
Executive Director Approval <i> Kenneth L. O'Brien</i>	Date of Approval <i>12-29-97</i>	Date of Report November 26, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

ISSUE

Request authority for the Executive Director to negotiate a contract for the continued delivery of the Robert Presley Institute of Criminal Investigation (ICI) Core Course for Fiscal Year 1998-99.

BACKGROUND

The Commission approved contracts with five presenters for the delivery of 21 offerings of the Robert Presley Institute of Criminal Investigation (ICI) Core Course in the amount not to exceed \$530,000 for fiscal year 1997-1998.

There are five presenters of the ICI Core Course: Los Angeles Police Department, Sacramento Public Safety Center, San Diego Regional Training Center, San Francisco Police Department, and San Jose State University. In fiscal year 1997-98 they are contracted for 21 presentations. All five presenters desire to continue offering this course. Southern California is presently under served. To accommodate Orange, Riverside and San Bernardino Counties, two additional presentations will be offered in their region.

ANALYSIS

The ICI Core Course is presented using adult experiential learning concepts that have proven to be an excellent method of instruction. Trainees are challenged to learn and perform in realistic role-play exercises and practical simulations.

The Core Course is a recommended prerequisite to all other courses in the ICI program and is therefore the foundation upon which all other courses are built. ICI is directed at training law enforcement personnel assigned to follow-up investigations. With the national interest of recent high profile criminal cases, more attention will continue to be focused by the general public on how detectives prepare cases for court. The ICI provides training for detectives in all aspects of criminal investigations.

Because local agencies are experiencing fiscal constraints during Fiscal Year 1997-98, and find it difficult to pay tuition "up front," the Commission has approved paying the presentation costs of the Core Course directly to the presenter.

## RECOMMENDATIONS

Authorize the Executive Director to negotiate new contracts with the aforementioned five qualified public presenters for 23 presentations of the Core Course during Fiscal Year 1998-99.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract to Continue the Institute of Criminal Investigation Instructors' Update Workshops for FY 1998-99		Meeting Date January 22, 1998
Bureau Training Program Services	Reviewed By Don Moura <i>DM</i>	Researched By Dave Spisak
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-29-97</i>	Date of Report November 26, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

ISSUE

Request authority for the Executive Director to negotiate a contract with the San Diego Regional Training Center to continue delivery of the Institute of Criminal Investigation Instructors Workshops and conduct seven course evaluation meetings for Fiscal Year 1998-99.

BACKGROUND

The Commission has authorized special training during the last five years for instructors of the Robert Presley Institute of Criminal Investigations (ICI). This allows the ICI Core Course and the eleven Foundation Specialty Courses to be designed and taught using the adult experience-based learning and competency-based learning objectives. To ensure all ICI instructors understand and are competent to work with these concepts, the 40 hour ICI Instructors' Update Workshop is required for all ICI instructors. The approved contract for FY 1997-98 was \$58,000.

Because of the increased need for ICI instructors for FY 1998-99, it is recommended that the workshops be continued. The demand of the ICI program has required that two more presentations be requested in FY 1998-99, bringing the number of Core Course presentations to 23. Each Foundation Specialty Course has one presenter, and each offer their course between three and ten times per year.

While over 300 instructors have been trained, each Core Course requires 25 instructors. Foundation Specialities require four to twelve instructors (depending on the topic).

In addition to the 40 hour instructor workshops, periodic meetings are required to maintain consistence among the various presenters and to reinforce the dynamic nature of this instructional style.

ANALYSIS

In a perfect world, all instructors teaching in the ICI would be graduates of the POST Master Instructor Development Program. Our instructors, however, are practically all employed in the criminal justice system, from case-carrying detectives to crime scene criminalist to district attorneys and judges. It would have been impossible to require these professionals to attend the Master Instructor Program, therefore the ICI Instructors' Update Workshop, an abbreviated, concentrated program, was developed. Graduates of the Master Instructor program are used whenever possible.

One enrichment this year will involve the use of Master Instructors. When ICI instructors have completed the five days of class, they will be required to present their subject area class twice. A Master Instructor will monitor these classes and evaluate the presentation. When two evaluations have been submitted certifying that the ICI graduate is applying adult experienced-based learning concepts in the classroom, their graduation certificate will be presented.

An assessment is currently underway which will yield an estimate of the number of new investigators who need to be trained each year. That, in turn, will tell us the number of ICI Instructor Workshops needed to supply the ICI Core Course. These estimates will be available to the Executive Director in time to set the number of Workshops needed.

### RECOMMENDATIONS

Authorize the Executive Director to negotiate a contract with the San Diego Regional Training Center to present an appropriate number of ICI Instructor Workshops needed to supply instructors for the ICI Core and Foundation Speciality classes, and to conduct seven course evaluation meetings during FY 1998-99.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Approvals - Basic Driver Training, Motorcycle & Narcotics Courses		Meeting Date January 22, 1998
Bureau Training Delivery & Compliance	Reviewed By Ronald T. Allen <i>RA</i>	Researched By Gary C. Sorg
Executive/Director Approval <i>Seamus H. L. O'Brien</i>	Date of Approval 12-29-97	Date of Report December 22, 1997
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUES

Approval to negotiate contract agreements with certain POST certified presenters of the Basic Course Driver Training, the Basic Motorcycle Course, and the Basic Narcotics Course to provide training to California law enforcement for Fiscal Year 1998/1999.

BACKGROUND

Prior to 1993, these courses were presented exclusively as a Plan III tuition courses. Shrinking County and City budgets have made it difficult for law enforcement agencies to pay the tuition costs for these programs.

In 1993, the Commission directed staff to transfer some categories of training identified as high cost and needed statewide from Plan III to contract. Basic Course Driver Training, Basic Motorcycle Training, and Basic Narcotics Training were identified as meeting these criteria. Although switching from Plan III to contracts has not appreciably affected the cost to POST, agencies have benefitted by the elimination of up-front costs and some reduction in administrative processing.

This proposal would allow the Executive Director to negotiate contracts with presenters of these courses for Fiscal Year 1998/1999.

ANALYSIS

The amount proposed for the contracts represents the same amount that would be allocated through terms of certification for tuition under Plan III. The contracts will not increase the fiscal impact to the Peace Officer Training Fund.

Contract negotiations will occur with the following agency and college presenters:

Alameda County Sheriff's Department  
Allan Hancock College  
Butte College  
California Highway Patrol  
College of the Redwoods  
Fremont Police Department  
Fresno Police Department  
Los Medanos College  
Oakland Police Department  
Orange Co. Sheriff's Department  
Sacramento Police Department  
San Bernardino Co. Sheriff's Department  
San Diego Police Department  
South Bay Regional Public Safety Training Consortium  
Ventura Co. Sheriff's Department

RECOMMENDATION

Authorize the Executive Director to negotiate similar contracts with the agencies and colleges for Fiscal Year 1998/1999. The total amount of these contracts for Fiscal Year 1997/1998 is \$ 1,738,781.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Labor/Management Partnerships Core Course Fiscal Year 1998/99		Meeting Date January 22, 1998
Bureau Center for Leadership Development	Reviewed By <i>W. A. Hall</i>	Researched By Bev Short
Executive Director Approval <i>Kenneth L. Brown</i>	Date of Approval <i>12-29-97</i>	Date of Report December 4, 1997
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Commission review and approval for the Labor/Management Partnerships Course contract as proposed for the Fiscal Year 1998/99 are required to authorize the Executive Director to negotiate a contract.

BACKGROUND

At the November 1995 meeting, the Commission approved the first contract for the Labor/Management Partnerships Core Course. The San Diego Regional Training Center received the certification and contract to present the first four courses.

ANALYSIS

The course presentations have been well received by law enforcement executives and labor leaders statewide. The evaluations and feedback indicate there is a need for this training to continue to be offered to executives and labor leaders. Three presentations were made during the 1997/98 FY at a cost of \$14,480 each. The total cost of the contract was \$43,440.

It is estimated that four presentations will be required in FY 1998/99. Staff anticipates some increase over the prior contract due to increased costs for instructors, coordination, facilities, and materials.

RECOMMENDATION

Authorize the Executive Director to negotiate a new contract to be returned to the Commission at the April 1998 meeting.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request Authorization to Negotiate Contracts for the FY 1998-99 for Cultural Diversity Training		Meeting Date January 22, 1998
Bureau Training Program Services	Reviewed By Don Moura	Researched By Steve Chaney
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-31-97	Date of Report November 26, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate an interagency agreement with San Diego Regional Training Center, or other public entities, for the presentation of Cultural Diversity Training programs for the fiscal year 1998-99 ?

BACKGROUND

In 1990 the California legislature enacted statutory requirement for POST to develop cultural awareness training for California law enforcement. Course curricula was designed with the assistance of the San Diego Regional Training Center and the course was presented under contract. Since 1992 approximately 185 agencies have participated in that training.

Six class sessions have been given so far with four classes having completed the 10-day cycle. Two classes are in various stages of the cycle. The current course is titled " Building High Performance Inclusive Organizations" (BIO).

ANALYSIS

This request is to renegotiate, as stated, to continue the POST Cultural Awareness Training Program. Fiscal Year 97/98 contract provided \$100,942 in funding for BIO Classes V and VI and including calendar year overlap of Classes III and IV. This year's contract will provide for BIO Classes VII and VIII and will include calendar year overlap of Classes V and VI. Additionally, this contract will provide a course coordinator for this course for the first time.

Cultural Diversity Training for Trainers (CDT4T) and Teach LEADS (Law Enforcement Awareness of Disabilities) were both successfully piloted in fiscal year 94/95 under contract allocations of approximately \$32,980. The CDT4T and the LEADS course were both moved to Plan III courses in FY 95/96 . Due to the required mix of civilian and peace officer instructor/students in these " train the trainer" programs the Plan III funding was not appropriate or successful. It is recommended that these two courses be returned to a contract funding base. It is anticipated that each course will be presented twice during the next fiscal year. These

"train-the-trainer" courses are 48 hours in length. They support both the Basic Academy learning domains ( LD 42 - Cultural Diversity and LD 37 - Persons with Disabilities) as well as prepare officers for in-service training design and presentations.

Finally, to help fill an existing need to provide training about diversity issues beyond the Basic Academy, this contract will provide a pilot class for in-service training of individual officers.

#### RECOMMENDATION

Authorize the Executive Director to negotiate an interagency agreement with San Diego Regional Training Center, or other public entities, for the presentation of Cultural Diversity Training programs for the FY 98/99. year 1998-99.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

<b>COMMISSION AGENDA ITEM REPORT</b>			
Agenda Item Title <b>Contract for Administration of POST Proficiency Examination</b>		Meeting Date <b>January 22, 1998</b>	
Bureau <b>Standards and Evaluation</b>	Reviewed By <b>Alan Deal</b>	Researched By <b>Sally Nietering</b>	
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <b>12-29-97</b>	Date of Report <b>December 9, 1997</b>	
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><b><u>ISSUE</u></b></p> <p>Continuation of POST contract with Cooperative Personnel Services (CPS) to administer the POST Proficiency Examination.</p> <p><b><u>BACKGROUND</u></b></p> <p>Penal Code Section 832.3(b) requires POST to develop a standardized examination which enables 1) comparisons between presenters of the training, and 2) development of a data base for subsequent training programs.</p> <p>Since 1981, all basic course graduates have been required to take the POST Proficiency Examination.</p> <p><b><u>ANALYSIS</u></b></p> <p>Because of the volume of test administrations and a lack of available POST staff, POST has contracted with CPS for administration of the Proficiency Examination each of the last sixteen years. CPS has done an acceptable job of administering the examination.</p> <p>The amount of the 1997/98 fiscal year contract is \$65,893.10. The proposed contract for fiscal year 1998/99 is for an amount not to exceed \$69,188.00. An increase in the contract amount will allow for 1) continued pilot testing of experimental items for several testing programs, and 2) projected increases in test administration costs and other test-related expenditures.</p> <p><b><u>RECOMMENDATION</u></b></p> <p>Authorize the Executive Director to negotiate a contract with CPS to administer the POST Proficiency Examination during fiscal year 1998/99 for an amount not to exceed \$69,188.00.</p>			

Authorize the Executive Director to negotiate a contract with CPS for administration of the POST Entry-Level Reading and Writing Test Battery during fiscal year 1998/99 for an amount not to exceed \$134,490.00.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for POST PC 832 Written Examination		Meeting Date January 22, 1998
Bureau Standards and Evaluation	Reviewed By Alan Deal	Researched By Ken Krueger
Executive Director Approval <i>Kenneth L. O'Brien</i>	Date of Approval 12-29-97	Date of Report December 9, 1997
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Continuation of POST contract with Cooperative Personnel Services (CPS) to administer the PC 832 written examination.

BACKGROUND

Penal Code Section 832(a) requires that persons must pass a POST-developed or POST-approved examination to successfully complete the PC 832 course. POST has contracted with CPS for PC 832 written examination services each of the last nine years.

ANALYSIS

CPS has done an acceptable job of providing the contract services. The amount of the 1997/98 fiscal year contract is \$41,489.24. The proposed contract for fiscal year 1998/99 is for an amount not to exceed \$43,564.00. The proposed amount reflects an overall billing rate increase of approximately 5.0 %.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS to administer the PC 832 written examination during fiscal year 1998/99 not to exceed \$43,564.00.

## COMMISSION AGENDA ITEM REPORT

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Continuation of POST contract with Cooperative Personnel Services (CPS) to administer the POST Entry-Level Dispatcher Selection Test Battery.

In January 1997, the Commission authorized that the POST Entry-Level Dispatcher Selection Test Battery be made available to agencies in the POST Public Safety Dispatcher Program at no cost, effective with the July 1, 1997 implementation date for new dispatcher selection standards [cf. Regulation 1018(c)(4)]. During the last fiscal year, POST contracted with CPS to provide services related to the production and distribution of examination materials to these participating agencies.<sup>1</sup>

CPS has performed acceptably under the contract in providing services that could not be performed by POST without additional staff. The amount of the 1997/98 fiscal year contract is \$116,354.30. Projected testing volume for fiscal year 1997/98 based on the first six months suggests that over 200 administrations of the test battery will occur, with test orders exceeding 15,000 booklets. The recent addition of several large agencies to the testing program suggests that testing volume is likely to increase.

The proposed contract for fiscal year 1998/99 is for an amount not to exceed \$157,172. The proposed amount reflects an overall billing rate increase of approximately 5% and a projected increase in testing volume of approximately 20%. Also included is an additional \$15,000 to negotiate for examination services that are currently provided by POST staff.

<sup>1</sup>Law enforcement agencies that elect not to participate in the voluntary dispatcher program are permitted to use the test battery on a fee-for-use basis. CPS is authorized under the contract to bill such agencies directly for examination materials and services.

**RECOMMENDATION**

Authorize the Executive Director to negotiate a contract with CPS to provide the POST Entry-Level Dispatcher Selection Test Battery to agencies in the POST Public Safety Dispatcher Program during fiscal year 1998/99 for an amount not to exceed \$157,172.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title State Controller's Office Agreement for Auditing Services		Meeting Date January 22, 1998
Bureau Administrative Services Bureau	Reviewed By <i>Frederick Williams</i> Frederick Williams	Researched By Staff
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-29-97	Date of Report December 8, 1997
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Continuation of the Commission on Peace Officer Standards and Training agreement with the State Controller's Office to provide auditing services.

BACKGROUND

Each year for the past several years, the Commission on Peace Officer Standards and Training has negotiated an interagency agreement with the State Controller's Office to conduct necessary audits of selected local jurisdictions which receive POST reimbursement funds.

ANALYSIS

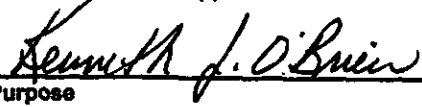
The State Controller's Office continues to do an acceptable job in conducting the audits of several selected jurisdictions yearly to assure that reimbursement funds are being appropriately expended.

The Commission approved an agreement not to exceed \$85,000 for the current fiscal year. Approval is requested to enter into a similar agreement for FY 98/99 for an amount to maintain the current level of service.

RECOMMENDATION

Authorize staff to negotiate an interagency agreement with the State Controller's Office for services during fiscal year 1998-99.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
<b>Agenda Item Title</b> Interagency Agreement with Teale Data Center		<b>Meeting Date</b> January 22, 1998
<b>Bureau</b> Computer Services Bureau	<b>Reviewed By</b> Glen Fine	<b>Researched By</b> Mitch Coppin
<b>Executive Director Approval</b> 	<b>Date of Approval</b> 12-29-97	<b>Date of Report</b> December 11, 1997
<b>Purpose</b> <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No
In the space provided below, briefly describe the <b>ISSUE</b> , <b>BACKGROUND</b> , <b>ANALYSIS</b> , and <b>RECOMMENDATION</b> . Use additional sheets if required.		
<p><u><b>ISSUE</b></u></p> <p>Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center in FY 98/99 for computer services.</p> <p><u><b>BACKGROUND</b></u></p> <p>POST has an Interagency Agreement with Teale Data Center (a State agency) for computer services. The contract provides for a link between POST's computer and the Teale Data Center's mainframe computer. This allows POST to utilize the mainframe's power for complex data processing jobs and the storage of large data files that require more resources than POST's minicomputer or PCs can provide. Teale Data Center staff also provides communications and Local Area Network (LAN) support and consulting services. The current year contract is for \$65,000.</p> <p><u><b>ANALYSIS</b></u></p> <p>POST uses the Teale Data Center mainframe computers for processing large statistical jobs and the storage of large test score data files. POST will also need support services for installing, maintaining, and troubleshooting our LAN system. This agreement will give POST the processing power, storage capabilities, and technical LAN support that it needs during FY 98/99. Costs are expected to be similar to this year (\$65,000).</p> <p><u><b>RECOMMENDATION</b></u></p> <p>Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center for computer services in FY 98/99.</p>		

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Health and Welfare Data Center - CALSTARS Support		Meeting Date January 22, 1998
Bureau Computer Services Bureau	Reviewed By Glen Fine	Researched By Mitch Coppin
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-29-97	Date of Report December 11, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION.** Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to enter into an Interagency Agreement with the Health and Welfare Agency Data Center (a State agency) for computer linkage in support of the State Accounting System (CALSTARS) and other associated data processing services?

BACKGROUND

The mandated California Accounting and Reporting System (CALSTARS), implemented in 1986, requires that POST enter into a yearly contract with the Health and Welfare Data Center to provide data processing services during the year. The Health and Welfare Data Center also provides related data processing services such as: 1) Internet connections, 2) Local Area Network support, and 3) consulting services. The Commission approved an agreement not to exceed \$25,000 for current Fiscal Year 97/98.

ANALYSIS

Without the continuation of an agreement with the Health and Welfare Data Center, POST will not be able to perform necessary state accounting requirements. Approval is requested to negotiate a similar agreement for FY 98/99 for an amount to maintain the required level of service.

RECOMMENDATION

Authorize the Executive Director to negotiate an Interagency agreement with the Health and Welfare Agency Data Center for computer services during Fiscal Year 98/99.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title DANKA Office Imaging (previously Eastman Kodak ) Copier Maintenance Contract		Meeting Date January 22, 1998
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval <i>Kenneth L. O'Brien</i>	Date of Approval 12-29-97	Date of Report December 8, 1997
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Continuation of the Commission on Peace Officer Standards and Training Agreement with DANKA Office Imaging for copier maintenance.

BACKGROUND

Each year the Commission on Peace Officer Standards and Training must enter into a contract for maintenance of its Kodak copier, a high volume copier. The cost of the maintenance agreement is based on a flat rate plus a per copy charge in accordance with a Master Service Agreement developed by the State Department of General Services.

ANALYSIS

Part of the cost of owning a copier is the monthly maintenance charge for usage. The Commission approved an agreement not to exceed \$16,000 for the current fiscal year. Approval is requested to enter into a similar agreement for FY 98/99 for an amount to maintain the current level of service.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with DANKA Office Imaging for services during fiscal year 1998-99.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Computer Software Maintenance and Support - Digital		Meeting Date January 22, 1998
Bureau Computer Services Bureau	Reviewed By Glen Fine	Researched By Mitch Coppin
Executive Director Approval <i>Kenneth L. O'Brien</i>	Date of Approval 12-19-97	Date of Report December 11, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate a contract with Digital Equipment Corporation for software support and maintenance for FY 98/99?

BACKGROUND

POST uses two Digital Alpha computers to house the POST Peace Officer database. The current year contract for telephone support and maintenance for Digital software is \$ 9,500.

ANALYSIS

The Alpha computers have proven to be reliable minicomputers with expansion capabilities to meet POST database needs for many years to come. It is anticipated that the renewal of the software licenses and support may exceed \$10,000 for FY 98/99 and, thus, would require Commission approval.

RECOMMENDATION

Recommend that the Commission authorize the Executive Director to negotiate a contract with Digital Equipment Corporation for software support and maintenance for FY 98/99 for an annual amount similar to the current year's costs.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Computer Software Maintenance and Support - Ingres		Meeting Date January 22, 1998
Bureau Computer Services Bureau	Reviewed By Glen Fine	Researched By Mitch Coppin
Executive Director Approval <i>Samuel J. O'Brien</i>	Date of Approval 12-29-97	Date of Report December 11, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate a contract for Ingres database software maintenance and support with Computer Associates, Inc., for FY 98/99?

BACKGROUND

POST uses Ingres database software to maintain peace officer records on POST's Digital Alpha minicomputer. The current year contract for telephone support and maintenance for Ingres software is \$ 21,153.

ANALYSIS

In FY 94/95, POST installed a new Digital Alpha minicomputer to replace its aging Digital VAX computer. The Alpha has proven to be a reliable minicomputer with expansion capabilities to meet POST database needs for many years to come. Ingres is a relational database product which is used to house the POST Peace Officer database.

RECOMMENDATION

Recommend that the Commission authorize the Executive Director to negotiate a contract for Ingres computer software maintenance and support with Computer Associates, Inc., for FY 98/99 for an annual amount similar to the current year's cost?

**To:** POST Commissioners

**From:** Rick TerBorch, Chairman  
Finance Committee

**Date:** January 22, 1998

**Subject:** ACTIONS TAKEN AT JANUARY 22, 1998 FINANCE COMMITTEE

The Committee met Wednesday, January 21, 1998 in Newport Beach. In attendance were myself and Commissioners Brobeck, del Campo, Hunt, Knutson, Lowenberg, Anderson, Kolender, and Campbell.

In addition to items already acted upon, the Committee took the following actions.

The Committee reviewed the Second Quarter Financial Report, a copy of which is before members of the Commission. As noted in that report, revenues remain above expectations and expenditures are within the Commission's budgeted spending authority.

Committee members received a copy of the Governor's proposed FY 98/99 budget which includes an additional \$12M funding for the Commission's training reimbursement budget.

The Committee reviewed options for increased training reimbursement expenditures for the current year and took the following actions:

1. Recommended that the Commission authorize a back-fill reimbursement program covering the following courses:

- Defensive tactics/use of force/arrest control methods instructor courses
- Officer Safety Field Tactics courses, including related courses such as Tactical Entry
- FTO and FTO Update courses
- Motorcycle Officer Update
- Domestic Violence
- Child Abuse
- Canine Handlers and Canine Update courses
- Laser Firearms Training courses
- Tactical Communication courses

Back-fill overtime costs for courses to be funded at 80% of the department's actual overtime costs up to time and a half, and that this program be initiated effective March 1, 1998 subject to approval of regulations by the Office of Administrative Law.

2. Recommended continuation of the 80-hour reimbursement cap on training but to exempt the motorcycle officer course, the 80-hour narcotics investigator course, and the legislatively-mandated child abuse and sexual assault training courses.

Though not requiring Commission action, it was observed that the 40-hour FTO course now also becomes exempt from the 80-hour cap by prior Commission action to exempt mandated courses.

3. The Committee received a staff report and proposal from representatives of the Sacramento Police Department and the Stanislaus County Sheriff's Department regarding requested funding for driver training simulator to serve officers within their respective regions.

The Committee recommends the Executive Director be authorized to enter into contracts with the City of Sacramento and the County of Stanislaus in amounts not to exceed \$286,000 each for the purchase of driver training simulator hardware.

The Committee also proposes additional recommendations related to the driver training program to (1) establish a moratorium on further funding of simulator hardware pending the conduct of an effectiveness study, (2) authorize the Executive Director to enter into a contract in an amount not to exceed \$130,000 with a law enforcement agency for the employment of a special consultant under the POST Management Fellowship program to conduct an effectiveness study of the driver training program, and (3) authorize appropriate certification, including tuition of training conducted with driver training simulators, with the proviso that hardware maintenance costs not be included with the tuitional costs.

The Committee was also briefed on the need to update the interactive videodisc equipment provided to all enforcement agencies with state-of-the-art CD-ROM technology. The potential impact of this update would be \$2.7M. The Committee recommends that the Commission authorize the Executive Director to move in this direction but with the understanding that a report will be made to the Finance Committee at its April meeting concerning the hardware specifications and the unit costs.

The Committee reviewed the proposed contracts for the upcoming year and recommended that the Executive Director be authorized to negotiate the contracts and report back to the Committee at its April meeting.

ADJOURNMENT - 4:30 p.m.

# FY 97-8 EXPENDITURE OPTIONS

(JANUARY 1998)

1/21/98  
Finance Committee  
agreed to retain 80-hr cap  
add exemptions:  
- 80 hr motor officer  
- 80 hr course  
- 80 hr course  
- Legistat  
man dated  
child abuse and  
sexual assault  
and FTO  
mandatory  
course

1.	Reimbursement for Back-Fill Costs for 4 Months		\$2,600,000
2.	Eliminate the Cap on Training Hours for 4 Months		
	a. Lift the cap	\$	533,333
	b. 120 hour cap	\$	302,333
	c. 160 hour cap	\$	438,667
3.	Mobile Driving Simulator Programs (Stanislaus County and Sacramento PD)		\$572,000
4.	Interactive Multimedia Program	\$	2,700,000
5.	Contracts on January Commission Meeting Agenda		
	A. Cultural Diversity Training (Tab M)		\$62,999
	B. Basic Course Report Writing (Tab O)		61,627
	C. FSR/RFQ for POSTRAC (Tab Q)		20,000
	D. ICI Instructors' Workshops (Tab R)		25,753
	(sub-total)		<u>\$170,379</u>

**Commission on Peace Officer Standards and Training**  
**Finance Committee Meeting**  
**HAND OUTS**

	<b><u>Page</u></b>
1. Second Quarter Financial Report	2 - 6
2. Expenditure Summary/Projection	7
3. FY 98-9 Governor's Budget	8 -11
4. FY 97-8 Expenditure Options	12

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Financial Report - Second Quarter 1997/98</b>		Meeting Date <b>January 22, 1998</b>
Bureau <b>Administrative Services Bureau</b>	Reviewed By <i>John</i> <b>Frederick Williams</b>	Researched By <b>Staff</b>
Executive Director Approval <i>Kenneth L. O'Brien</i>	Date of Approval <b>1-12-98</b>	Date of Report <b>January 12, 1998</b>
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

This report provides financial information relative to the local assistance budget through December 31, 1997. Revenue which has accrued to the Peace Officers' Training Fund is shown as are expenditures made from the 1997-98 budget to California cities, counties and districts.

**COMPARISON OF REVENUE BY MONTH** - This report, shown as Attachment 1, identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through December 31, 1997, we received \$17,876,110. The total is \$1,250,110 more than originally anticipated and is \$962,147 (5%) less than received for the same period last fiscal year. (Note: Revenue was higher last year due to a one time augmentation. )

**NUMBER OF REIMBURSED TRAINEES BY CATEGORY** - This report, identified as Attachment 2, compares the number of trainees reimbursed this fiscal year with the number reimbursed last year. The 24,681 trainees reimbursed through the second quarter represents an increase of 3,424 (16%) compared to the 21,257 trainees reimbursed during the similar period last fiscal year. (See Attachment 2)

**REIMBURSEMENT BY COURSE CATEGORY** - These reports compare the reimbursement paid by course category this year with the amount reimbursed last fiscal year. Reimbursements for courses through the second quarter of \$7,512,009 represent a \$941,377 (14%) increase compared to last fiscal year. (see Attachments 3A and 3B)

**SUMMARY** - Revenue received for the first six months of the fiscal year remains slightly more than anticipated. If this higher level continues, as now seems likely, the Commission could end the fiscal year with approximately \$2 million more than expected. The 6.24% transfer from the Drivers Training Penalty Assessment Fund to the POTF continues the \$2 million funding of the "Tools for Tolerance" training program conducted by the Simon Wiesenthal Center.

Reimbursement levels remain appreciably higher than last year at this time. This is due to trainee per diem increases and an overall higher volume of training. Reimbursements remain well within the Commission's budgeted spending authority.

## COMPARISON OF REVENUE BY MONTH

FISCAL YEARS 1996-97 AND 1997-98

1996-97

1997-98

MONTH	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	CUMULATIVE TOTAL	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	OTHER *	TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST
JUL	\$2,949,499	\$418,485	\$3,365,355	\$17,371	\$3,385,355	\$2,771,000	2,890,628	133,190	22,798	\$3,046,616	109.95%	\$3,046,616	109.95%
AUG	2,383,405	492,252	6,251,815	-9,197	6,251,815	5,542,000	2,710,784	181,702	32,517 **	\$2,925,003	105.56%	5,971,619	107.75%
SEP	2,623,487	541,853	9,427,647	10,492	9,427,647	8,313,000	2,879,325	192,474	19,279	\$3,091,078	111.55%	9,062,697	109.02%
OCT	2,572,472	531,326	12,541,675	10,230	12,541,675	11,084,000	2,706,962	180,955	32,059	\$2,919,976	105.38%	11,982,673	108.11%
NOV	2,499,089	516,168	15,571,299	14,367	15,571,299	13,855,000	2,346,960	156,889	26,458	\$2,530,307	91.31%	14,512,980	104.75%
DEC	2,699,271	557,515	18,838,257	10,172	18,838,257	16,626,000	3,137,888	209,762	15,480	\$3,363,130	121.37%	17,876,110	107.52%
JAN	2,489,548	514,198	22,099,851	257,848	22,099,851	19,617,000				\$0	0.00%	17,876,110	91.13%
FEB	2,370,382	489,586	24,983,503	23,684	24,983,503	22,388,000				\$0	0.00%	17,876,110	79.85%
MAR	2,384,370	492,475	27,893,161	32,813	27,893,161	25,159,000				\$0	0.00%	17,876,110	71.05%
APR	2,601,650	537,630	31,064,231	31,790	31,064,231	27,930,000				\$0	0.00%	17,876,110	64.00%
MAY	2,622,515	541,634	34,249,011	20,631	34,249,011	30,701,000				\$0	0.00%	17,876,110	58.23%
JUN	2,778,534	573,857	37,997,842	396,440	37,997,842	33,692,000				\$0	0.00%	17,876,110	53.06%
TOTAL	\$30,974,222	\$6,206,979	\$816,641	\$37,997,842	\$37,997,842	\$33,692,000	\$16,672,547	1,054,972	\$148,591	\$17,876,110	53.06%	\$17,876,110	53.06%

\* - Includes \$103,476 from coroner permit fees (per Ch 990/90)

\*\*\*-Per Section 24.10, Budget Act of 1997

COMMISSION ON POST  
NUMBER OF REIMBURSED TRAINEES BY CATEGORY  
DECEMBER

COURSE	1996-97			1997-98		
	Actual Total For Year	Actual July - Dec.	% of Total	Projected Total For Year	Actual July - Dec.	% of Projection
Basic Course	1,963	1,049	53%	2,000	692	35%
Dispatchers - Basic	370	147	40%	375	104	28%
Advanced Officer Course	2,498	1,117	45%	2,500	1,647	66%
Supervisory Course (Mandated)	651	234	36%	650	225	35%
Management Course (Mandated)	295	132	45%	300	103	34%
Executive Development Course	318	163	51%	320	167	52%
Supervisory Seminars & Courses	3,246	1,510	47%	3,250	1,815	56%
Management Seminars & Courses	1,874	623	33%	1,880	694	37%
Executive Seminars & Courses	493	215	44%	500	282	56%
Tech Skills & Knowledge Course	35,456	15,705	44%	35,460	18,227	51%
Field Management Training	32	18	56%	35	15	43%
Team Building Workshops	590	185	31%	600	281	47%
POST Special Seminars	318	120	38%	320	389	122%
Approved Courses	91	39	43%	90	40	44%
TOTALS	48,195	21,257	44%	48,280	24,681	51%

COMMISSION ON POST  
REIMBURSEMENT BY COURSE CATEGORY

COURSE	Total For Year	1996-97		1997-98	
		Actual July - Dec	Actual December	Actual July - Dec	Actual July - Dec
Basic Course	\$1,884,057	\$1,005,583	\$270,642	\$901,049	
Dispatchers - Basic	262,556	100,586	34,446	101,659	
Advanced Officer Course	146,502	69,777	24,947	100,470	
Supervisory Course (Mandated)	428,675	136,199	41,324	150,949	
Management Course (Mandated)	294,217	124,058	14,172	107,029	
Executive Development Course	248,407	124,013	10,808	134,175	
Supervisory Seminars & Courses	1,249,857	585,015	88,849	599,058	
Management Seminars & Courses	651,878	215,631	74,186	240,043	
Executive Seminars & Courses	184,843	76,620	25,869	95,217	
Tech Skills & Knowledge Course	9,143,888	3,957,932	1,130,929	4,684,219	
Field Management Training	17,675	10,883	0	6,394	
Team Building Workshops	295,257	100,371	31,666	143,318	
POST Special Seminars	89,927	38,318	98,929	138,979	
Approved Courses	12,341	7,554	154	4,153	
Training Aids Technology	254,331	18,092	28,092	105,297	
<b>TOTALS</b>	<b>\$15,164,411</b>	<b>\$6,570,632</b>	<b>\$1,875,013</b>	<b>\$7,512,009</b>	

COMMISSION ON POST  
SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1996-97 Total	1996-97 July - Dec	1997 December	1997-98 July - Dec
Resident Subsistence	\$8,156,648	\$3,503,462	\$1,014,134	\$4,180,525
Commuter Meal Allowance	\$941,878	481,622	\$144,717	\$472,493
Travel	\$2,477,106	1,126,250	\$335,062	\$1,313,139
Tuition	\$3,334,448	1,441,206	\$353,008	\$1,440,556
Training Technology Assistance	\$254,331	18,092	\$28,092	\$105,296
<b>TOTALS</b>	<b>\$15,164,411</b>	<b>\$6,570,632</b>	<b>\$1,875,013</b>	<b>\$7,512,009</b>

# COMMISSION ON POST

## FISCAL YEAR 1997-98

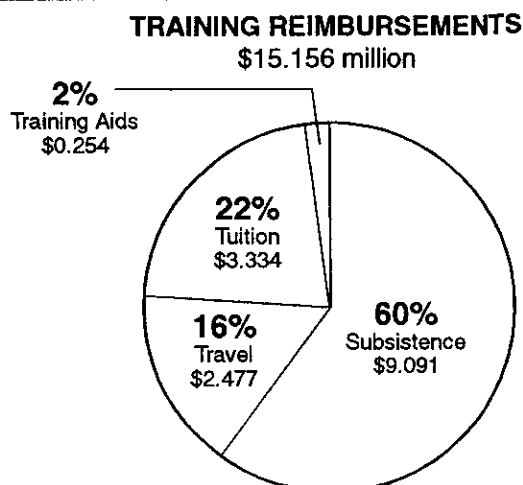
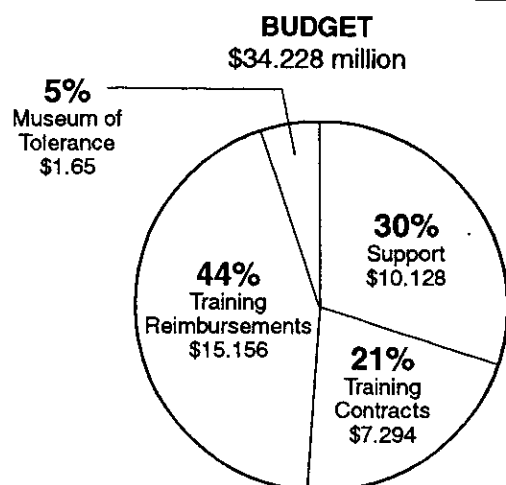
### (AS OF 12-31-97)

EXPENDITURE SUMMARY		CONTRACT SUMMARY	
<b>RESOURCES</b>		<b>APPROVED TRAINING CONTRACTS</b>	
Revenue Projection	31,692,000	Management Course	325,450
Prior Year Savings and other adj	14,611,000	Executive Training	444,972
Budget Act Revenue Adj (Sec 24.10)	2,000,000	Supervisory Ldrship Inst	540,840
		DOJ Training Center	1,193,380
<b>EXPENDITURES:</b>		Satellite Video Tng	68,000
<b>ADMINISTRATION</b>	<b>\$10,188,000</b>	Case Law Updates	58,000
		Telecourse Programs	550,000
<b>TRAINING CONTRACTS/LA</b>	<b>\$8,603,828</b>	Basic Course Prof Exam	65,900
Contracts (See list)	7,343,828	Basic Narcotic, Motorcycle, and DT	769,311
Letters of Agreement	1,100,000	Master Instructor Program	226,947
Conf Room Rental	160,000	ICI Core Courses	530,000
		PC 832 Exam	41,500
<b>TRAINING REIMBURSEMENT</b>	<b>\$17,636,781</b>	ICI Instructor Update	58,000
Trainees: 55,763		Labor/Management Partnership Course	43,440
Subsistence	9,792,395	Entry level reading/writing	113,800
Commuter meals	1,470,073	Bidg High Perf, Incl Org Div Crs	100,942
Travel	2,998,669	Driver Training Simulators	1,430,381
Tuition	3,375,644	Student Work Books (2nd Year)	159,652
		Driver Training Scenarios	33,000
<b>MUSEUM OF TOLERANCE</b>	<b>\$2,000,000</b>	ICI Core Homicide Course	56,050
Contract	1,558,000	Hearing Guidelines	38,000
Reimbursements	444,000	Special Consultant - BTB	70,000
		Special Consultant - Res Tng Prog	120,000
<b>CONT OF FY 96-7 EXPEND AUTHORIZATIONS</b>	<b>\$299,831</b>	FTO Scenarios	75,000
1. Satellite Antennas/IVD (\$1,006,700 approved)	200,000	IVD Training Coordinator	20,000
2. Replacement IVD Systems	19,831	Law Enforcement Enhancement	20,000
3. Encryption (\$580,000 approved)	80,000	Entry Level Dispatcher Test	113,800
		Miscellaneous Contracts (Actual)	77,483
<b>EXPENDITURES, TOTAL</b>	<b>\$38,728,440</b>		
		<b>Total</b>	<b>\$7,343,828</b>
<b>RESERVES</b>	<b>\$9,574,560</b>		
Spendable-A	\$2,696,560		
Unavailable-B	\$6,878,000		

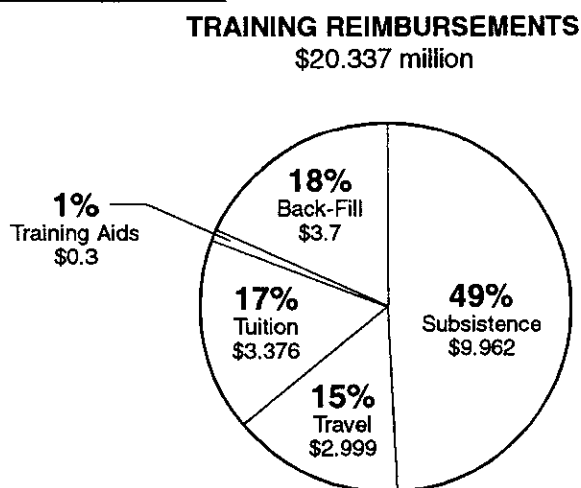
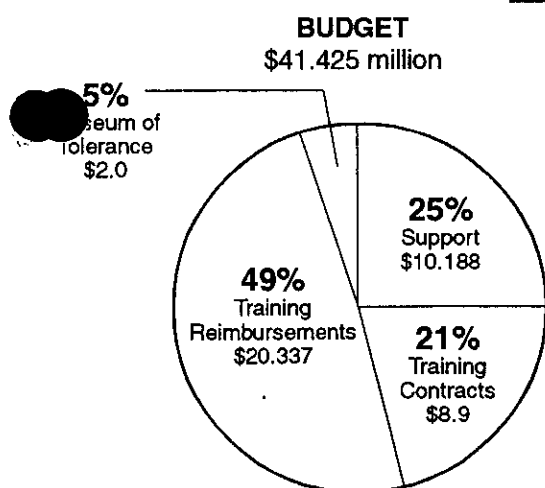
A-This is the amount of the reserves that can be spent, bringing the total expenditures to the budgeted amount of \$41,425,000  
 B-Expenditure of any of this reserve would exceed the authorized level of expenditure per the Governor's Budget

# Commission on Peace Officer Standards and Training THREE YEAR OPERATION BUDGET AND TRAINING REIMBURSEMENTS

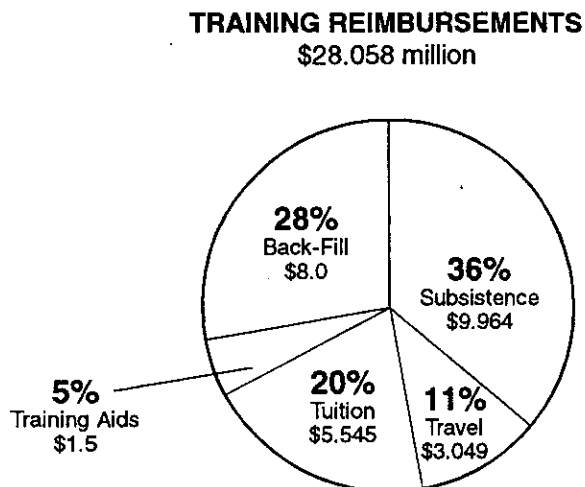
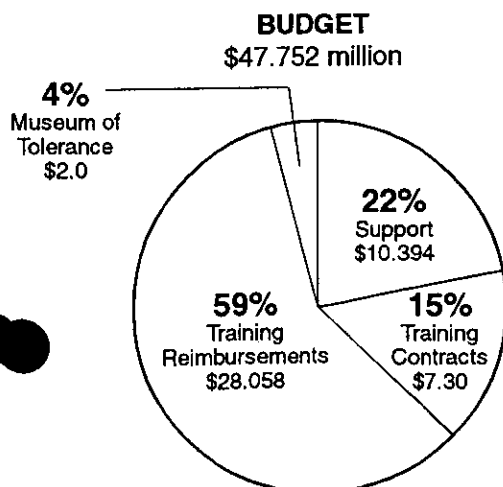
## FY 1996 - 97 (Actual)



## FY 1997 - 98 (Estimated)



## FY 1998 - 99 (Proposed)



**M e m o r a n d u m**

To: Attendees - Back-fill Reimbursement Meeting

Date: Jan. 23, 1998

From:  KENNETH J. O'BRIEN  
Executive Director  
Commission on Peace Officer Standards and Training

Subj: FEEDBACK

You participated in a meeting in Sacramento on January 13, 1998 to provide POST with input to decision-making regarding back-fill reimbursement. The purpose of this memo is to let you know what has happened to date.

Following our meeting on January 13, staff has done further analysis of trainee volume and estimated costs for potential back-fill reimbursement for certified courses relating to priorities identified by you at our meeting. A more comprehensive list of technical course categories was developed and presented to the Commission's Finance Committee on January 21. The Commission, on January 22, approved a back-fill reimbursement program, based upon that recommended list of course categories, to commence as soon as legally possible after March 1, 1998. The Commission approved a beginning reimbursement rate of 80% of actual overtime expense.

You will note that in-service driver training is included as an eligible category. We included that category based upon your expression of need and our determination that the current volume of training is fundable within the anticipated \$8M authorization.

Your agency will receive a bulletin in the near future providing details about the Commission's action. But, in the meantime, we wanted to provide you with this early information. Thank you for helping us by participating in the January 13 meeting. Please call me at (916) 227-2803 if there are any questions.

**Attachments**

- o Minutes of Meeting of January 13, 1998
- o List of course categories approved by the Commission

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083**BACK-FILL REIMBURSEMENT MEETING**Fountain Suites  
Sacramento, CA  
January 13, 1998**Attendees:**

Ed Bonner, Sheriff, Placer County  
Rachel Burgess, Acting Assistant Sheriff, Los Angeles County  
Ed Chavez, Chief, Stockton Police Department  
Darlene Conley, Training Manager, Shasta County SD  
Greg Cowart, DOJ  
Steve Craig, PORAC  
Michael Dunbaugh, Chief, Santa Rosa PD  
John Dineen, PORAC  
Claudia Fivecoat, Commander, Training Manager, Kern County SD  
Duane Frederickson, Sgt., Training Manager, Eureka PD  
Richard Gregson, Chief, Walnut Creek PD  
Pete Herley, Chief, Tiburon PD  
Richard Hulse, Sheriff, Solano County  
Ernie Klevesahl, Chief, Grover Beach PD  
Kelley Moran, COPS  
Gary Penrod, Sheriff, San Bernardino County  
Dan Shambaugh, Commander, Training Manager, Livingston PD  
Hugh Tate, Training Manager, Costa Mesa PD

**Staff:**

Kenneth J. O'Brien  
Michael DiMiceli  
Glen Fine  
Tom Liddicoat  
Hal Snow  
Frederick Williams  
Vera Roff, Secretary

Ken O'Brien announced that the Governor has included \$12M in his proposed FY 98/99 budget for POST. It is anticipated that all \$12M will be directed to local law enforcement training and reimbursement. Of the \$12 M, \$8M will be available for back-fill reimbursement and a program for this purpose could be initiated as early as March or April. The group considered many high-priority courses to determine which training should be considered for back-fill reimbursement.

The list included:

Field Training Program  
CPT  
Domestic Violence  
Driver Training  
Train-the-Trainer  
Use of Force  
Defensive Tactics  
Ethics Course  
Cultural Awareness  
Background Investigations  
Agency Specific Training  
Less Than Lethal Force  
Officer Safety

*reimbursed  
at 80% level of  
expenditures*

After deliberating the various options, there was consensus that training in the recently-mandated Field Training Officer Course, Officer Safety/Survival, and Domestic Violence/Child Abuse are the highest priorities for back-fill reimbursement. Staff will develop a proposal based on those training areas to be presented to the Commission's Finance Committee on January 21 and recommendations will be taken to the full Commission on January 22.

Ken will notify the field of the additional funding and of the issues discussed at this meeting and the Commission decision for back-fill reimbursement. The Governor's budget will be heard by the Assembly and Senate Budget Committees beginning in March. In order to be successful in obtaining this funding, law enforcement representatives will be invited to attend the hearings to show their support. The group will be provided periodic updates as progress is made and assistance is needed.

ADJOURNMENT - 4:35 p.m.

Courses to be Eligible for Back-fill Reimbursement

- o Defensive Tactics/Use of Force/Arrest Control Methods Instructor courses
- o Officer Safety Field Tactics courses including related courses such as Tactical Entry
- o FTO and FTO Update courses
- o Motorcycle Officer Update
- o Domestic Violence
- o Child Abuse
- o Canine Handlers and Canine Update courses
- o Driver Awareness and Driver Training Update courses
- o Laser Firearms Training courses
- o Tactical Communication courses

1-22-98

## **Discussion Points - Back-fill Reimbursement**

### **Assumptions**

- Approximately \$8M annually available starting FY 98/99.
- Current budget has sufficient funds to start a program in FY 97/98.
- Back-fill reimbursement should be directed at critical training needs of line officers with a focus on the patrol officer.
- Reimbursement should be made available consistent with existing reimbursement processes (Regulations approved November 1997).
- SB 350 has provided Federal funds for domestic violence training, including back-fill, and there is a deadline for expenditure of the funds.

### **Issues**

- Training courses eligible for back-fill reimbursement must be restricted to a volume of training sustainable by existing resources.
- POST has no history data to rely upon other than volume of trainees and training hours. The extent to which agencies already pay for back-fill is not known.
- Availability of back-fill reimbursement should increase the current volume of training in eligible courses, but the amount of increase is not readily predictable.

### **Conclusions**

- Back-fill reimbursement will precipitate some changes in existing training patterns.
- There is virtual certainty that an initial back-fill reimbursement plan will require changes (courses eligible and/or percentage of reimbursement) after experience is gained.
- An initial back-fill reimbursement program should be based upon:
  1. Maximum potential cost to POST based upon current volume of training in eligible courses.
  2. Eligible courses addressing the agreed upon priorities with number of courses maximized within the limits of \$8M available annually.
  3. Reimbursement of a percentage of time and one half overtime with the percentage influenced by projected volume of eligible courses.

### **To be Resolved**

- Commission agreement with priorities.
- Determination of a beginning reimbursement rate.
- Should the rate for reimbursement with Federal funds (SB 350) be the same?
- Concurrence to commence a back-fill program as soon as possible.
- Needs of the Commission for additional information.

### Proposed Eligible Courses

- o Defensive Tactics/Use of Force/Arrest Control Methods Instructor courses
- o Officer Safety Field Tactics courses including related courses such as Tactical Entry
- o FTO and FTO Update courses
- o Motorcycle Officer Update
- o Domestic Violence
- o Child Abuse
- o Canine Handlers and Canine Update courses
- o Driver Awareness and Driver Training Update courses
- o Laser Firearms Training courses
- o Tactical Communication courses

1-21-98

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The Commission on Peace Officer Standards and Training (POST) is responsible for raising the competence level of law enforcement officers in California by establishing minimum selection and training standards, improving management practices and providing financial assistance to local agencies relating to the training of their law enforcement officers.

### SUMMARY OF PROGRAM REQUIREMENTS

	96-97	97-98	98-99	1996-97*	1997-98*	1998-99*
10 Standards .....	22.9	23.4	23.4	\$3,483	\$3,942	\$3,800
20 Training .....	42.3	43.5	44.1	15,414	16,614	15,362
30 Peace Officer Training .....	-	-	-	15,331	20,869	28,590
40.01 Administration .....	48.2	46.8	49.0	3,791	3,848	4,038
40.02 Distributed Administration .....	-	-	-	-3,791	-3,848	-4,038
<b>TOTALS, PROGRAMS .....</b>	<b>113.9</b>	<b>113.7</b>	<b>116.5</b>	<b>\$34,228</b>	<b>\$41,425</b>	<b>\$47,752</b>
0268 Peace Officers' Training Fund .....				34,215	41,425	47,752
0995 Reimbursements .....				13	-	-

### 10 STANDARDS

#### Program Objectives Statement

The standards program establishes job-related selection standards for peace officers and dispatchers. It also provides management consultation to local agencies. Activities include development of examinations and counseling local law enforcement agencies on ways to improve management practices.

Applied research is conducted in the areas of peace officer selection and training, operational procedures and program evaluation in order to meet statutory requirements and to provide management guidance to local law enforcement agencies. The program also provides local agencies with information and technical expertise in the development and installation of new programs.

#### Authority

Penal Code Sections 13503, 13512, 13513, and 13551.

For the list of standard (lettered) footnotes, see the end of the Governor's Budget.

\* Dollars in thousands.

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

## 20 TRAINING

## Program Objectives Statement

POST's training program increases the effectiveness of law enforcement personnel by developing and certifying courses that meet identified training needs, by providing scheduling and quality control of such courses, and by assisting law enforcement agencies in providing necessary training and career development programs. POST assesses training on a continuing basis to assure that emerging needs are met. Courses are offered through local community colleges, four-year colleges, universities, police academies, private trainers and training centers. The curricula cover a wide variety of technical and special courses necessary to meet statutorily and Commission established training mandates and to maintain effectiveness in police work and address the training needs of recruit, officer, advanced officer, supervisor, manager, executive-level, and other law enforcement agency personnel. Curricula content is updated regularly. The Commission uses proven advanced technologies such as satellite broadcast and computer/video interactive in the delivery of training. POST also presents advanced leadership training for law enforcement supervisors and executives through its Command College and the Supervisory Leadership Institute.

The Commission establishes the basic criteria that must be met by each course in order to obtain POST's certification. Assistance is given to applicable educators and police trainers in preparing and implementing courses and training plans. Evaluation mechanisms are employed to ensure that training instructors and coordinators are adhering to established course outlines and are meeting instruction standards. Failure to meet these standards may cause revocation of course certification.

Job-related selection and training standards for peace officers and dispatchers, established by the Standards Program, are enforced through inspections of local agencies receiving state aid to assure they are adhering to minimum state standards.

## Authority

Penal Code Sections 13503 and 13508.

## 30 PEACE OFFICER TRAINING

## Program Objectives Statement

The enforcement of laws and the protection of life and property without infringement on individual liberties is one of modern government's most important responsibilities. Carefully selected, highly trained and properly motivated peace officers are important factors in meeting this responsibility. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is provided to all 58 counties, approximately 346 cities, and numerous specialized districts and local agencies which have agreed to meet POST's standards. Financial assistance to participating jurisdictions is provided for instructional costs associated with selected training courses. Funding is also provided for the cost of student travel and per diem associated with training presentations.

## Authority

Penal Code Sections 13500 to 13523, Health and Safety Code 11489.

## Major Budget Adjustments Proposed for 1998-99

- 2.0 positions (1.9 personnel years) and \$134,000 to restructure and centralize POST's statewide peace officer data base.
- 1.0 position (0.9 personnel year) and \$70,000 to establish a POST clearinghouse.
- Increase of \$6,121,000 in Peace Officers' Training Fund authority for reimbursement of local law enforcement agencies, increased funding of tuition reimbursable training, and funding for multi-media training programs.

## PROGRAM BUDGET DETAIL

## PROGRAM REQUIREMENTS

## 10 STANDARDS

	1996-97*	1997-98*	1998-99*
State Operations:			
0268 Peace Officers' Training Fund.....	\$3,470	\$3,942	\$3,800
Reimbursements.....	13	-	-
Totals, State Operations .....	\$3,483	\$3,942	\$3,800

## PROGRAM REQUIREMENTS

## 20 TRAINING

State Operations:			
0268 Peace Officers' Training Fund.....	\$15,414	\$16,614	\$15,362
Reimbursements.....	-	-	-
Totals, State Operations .....	\$15,414	\$16,614	\$15,362

## PROGRAM REQUIREMENTS

## 30 PEACE OFFICER TRAINING

State Operations:			
0268 Peace Officers' Training Fund.....	\$81	\$88	\$88
Totals, State Operations .....	\$81	\$88	\$88
Local Assistance:			
0268 Peace Officers' Training Fund.....	15,250	20,781	28,502
Totals, Local Assistance .....	\$15,250	\$20,781	\$28,502

\* Dollars in thousands.

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

## TOTAL EXPENDITURES

	1996-97*	1997-98*	1998-99*
State Operations .....	\$18,978	\$20,644	\$19,250
Local Assistance .....	15,250	20,781	28,502
<b>TOTALS, EXPENDITURES .....</b>	<b>\$34,228</b>	<b>\$41,425</b>	<b>\$47,752</b>

## SUMMARY BY OBJECT

## 1 STATE OPERATIONS

PERSONAL SERVICES	96-97	97-98	98-99	1996-97*	1997-98*	1998-99*
Authorized Positions (Equals Sch. 7A) .....	113.9	119.5	119.5	\$5,763	\$5,958	\$5,991
Total Adjustments .....	-	-	3.0	-	-	127
Estimated Salary Savings .....	-	-5.8	-6.0	-	-303	-340
<b>Net Totals, Salaries and Wages .....</b>	<b>113.9</b>	<b>113.7</b>	<b>116.5</b>	<b>\$5,763</b>	<b>\$5,655</b>	<b>\$5,778</b>
Staff Benefits .....	-	-	-	1,637	1,301	1,334
<b>Totals, Personal Services .....</b>	<b>113.9</b>	<b>113.7</b>	<b>116.5</b>	<b>\$7,400</b>	<b>\$6,956</b>	<b>\$7,112</b>
<b>OPERATING EXPENSES AND EQUIPMENT .....</b>				<b>\$2,728</b>	<b>\$3,232</b>	<b>\$3,282</b>
<b>SPECIAL ITEMS OF EXPENSE (Training Contracts) .....</b>				<b>8,850</b>	<b>10,456</b>	<b>8,856</b>
<b>TOTALS, EXPENDITURES .....</b>				<b>\$18,978</b>	<b>\$20,644</b>	<b>\$19,250</b>

## RECONCILIATION WITH APPROPRIATIONS

## 1 STATE OPERATIONS

## 0268 Peace Officers' Training Fund \*

APPROPRIATIONS	1996-97*	1997-98*	1998-99*
001 Budget Act appropriation .....	\$10,136	\$10,198	\$10,394
011 Budget Act appropriation (contractual services) .....	4,100	7,300	7,300
012 Budget Act appropriation .....	1,556	1,556	1,556
Adjustment per Section 3.60 .....	45	-10	-
Transfer from Local Assistance per Item 8120-011-0268, Provision 2 .....	3,300	1,600	-
<b>Totals Available .....</b>	<b>\$19,137</b>	<b>\$20,644</b>	<b>\$19,250</b>
Unexpended balance, estimated savings .....	-172	-	-
<b>TOTALS, EXPENDITURES .....</b>	<b>\$18,965</b>	<b>\$20,644</b>	<b>\$19,250</b>
<b>0995 Reimbursements</b>			
Reimbursements .....	\$13	-	-
<b>TOTALS, EXPENDITURES, ALL FUNDS (State Operations) .....</b>	<b>\$18,978</b>	<b>\$20,644</b>	<b>\$19,250</b>

## SUMMARY BY OBJECT

## 2 LOCAL ASSISTANCE

	1996-97*	1997-98*	1998-99*
661701 Grants and Subventions (expenditures) .....	\$15,250	\$20,781	\$28,502

## RECONCILIATION WITH APPROPRIATIONS

## 2 LOCAL ASSISTANCE

## 0268 Peace Officers' Training Fund \*

APPROPRIATIONS	1996-97*	1997-98*	1998-99*
101 Budget Act appropriation .....	\$26,716	\$21,937	\$28,058
102 Budget Act appropriation .....	444	444	444
Transfer to State Operations per Item 8120-101-0268, Provision 1 .....	-3,300	-1,600	-
<b>Totals Available .....</b>	<b>\$23,860</b>	<b>\$20,781</b>	<b>\$28,502</b>
Unexpended balance, estimated savings .....	-8,610	-	-
<b>TOTALS, EXPENDITURES (Local Assistance) .....</b>	<b>\$15,250</b>	<b>\$20,781</b>	<b>\$28,502</b>
<b>TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance) .....</b>	<b>\$34,228</b>	<b>\$41,425</b>	<b>\$47,752</b>

\* Dollars in thousands.

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

FUND CONDITION STATEMENT			
0268 Peace Officers' Training Fund			
	1996-97*	1997-98*	1998-99*
BEGINNING BALANCE.....	\$9,821	\$14,611	\$7,520
Prior year adjustments.....	1,007	-	-
Balance, Adjusted.....	\$10,828	\$14,611	\$7,520
REVENUES AND TRANSFERS			
Receipts:			
Revenues:			
125600 Other regulatory fees.....	174	175	175
130700 Penalties on traffic violations.....	30,974	31,544	31,544
142500 Miscellaneous services to the public.....	35	35	35
150300 Income from surplus money investments.....	603	535	535
161000 Escheat of unclaimed checks and warrants.....	5	5	5
Totals, Revenues.....	\$31,791	\$32,294	\$32,294
Transfers from Other Funds:			
F00178 Driver Training Penalty Assessment Fund per Section 24.10.....	6,207	2,040	14,000
Totals, Revenues and Transfers.....	\$37,998	\$34,334	\$46,294
Totals, Resources.....	\$48,826	\$48,945	\$53,814
EXPENDITURES			
Disbursements:			
8120 Commission on Peace Officer Standards and Training:			
State Operations.....	18,965	20,644	19,250
Local Assistance.....	15,250	20,781	28,502
Totals, Disbursements.....	\$34,215	\$41,425	\$47,752
FUND BALANCE.....	\$14,611	\$7,520	\$6,062
Reserve for economic uncertainties.....	14,611	7,520	6,062

CHANGES IN AUTHORIZED POSITIONS						
	96-97	97-98	98-99	1996-97*	1997-98*	1998-99*
Totals, Authorized Positions.....	113.9	119.5	119.5	\$5,763	\$5,958	\$5,991
Proposed New Positions:				Salary Range		
Assoc Programmer Analyst-Spec <sup>1</sup> .....	-	-	2.0	3,602-4,346	-	86
Assoc Govt Prog Analyst <sup>2</sup> .....	-	-	1.0	3,430-4,139	-	41
Totals, Proposed New Positions.....	-	-	3.0	-	-	\$127
Total Adjustments.....	-	-	3.0	-	-	\$127
TOTALS, SALARIES AND WAGES.....	113.9	119.5	122.5	\$5,763	\$5,958	\$6,118

<sup>1</sup> 2.0 positions limited-term expiring 6/30/00<sup>2</sup> 1.0 position limited-term expiring 6/30/00

**BACK-FILL REIMBURSEMENT MEETING**

Fountain Suites  
Sacramento, CA  
January 13, 1998

**Attendees:**

Ed Bonner, Sheriff, Placer County  
Rachel Burgess, Acting Assistant Sheriff, Los Angeles County  
Ed Chavez, Chief, Stockton Police Department  
Darlene Conley, Training Manager, Shasta County SD  
Greg Cowart, DOJ  
Steve Craig, PORAC  
Michael Dunbaugh, Chief, Santa Rosa PD  
John Dineen, PORAC  
Claudia Fivecoat, Commander, Training Manager, Kern County SD  
Duane Frederickson, Sgt., Training Manager, Eureka PD  
Richard Gregson, Chief, Walnut Creek PD  
Pete Herley, Chief, Tiburon PD  
Richard Hulse, Sheriff, Solano County  
Ernie Klevesahl, Chief, Grover Beach PD  
Kelley Moran, COPS  
Gary Penrod, Sheriff, San Bernardino County  
Dan Shambaugh, Commander, Training Manager, Livingston PD  
Hugh Tate, Training Manager, Costa Mesa PD

**Staff:**

Kenneth J. O'Brien  
Michael DiMiceli  
Glen Fine  
Tom Liddicoat  
Hal Snow  
Vera Roff, Secretary

Ken O'Brien announced that the Governor has included \$12M in his proposed FY 98/99 budget for POST. It is anticipated that all \$12M will be directed to local law enforcement training and reimbursement. Of the \$12 M, \$8M will be available for back-fill reimbursement and a program for this purpose could be initiated as early as March or April. The group considered many high-priority courses to determine which training should be considered for back-fill reimbursement.

The list included:

Field Training Program  
CPT  
Domestic Violence  
Driver Training  
Train-the-Trainer  
Use of Force  
Defensive Tactics  
Ethics Course  
Cultural Awareness  
Background Investigations  
Agency Specific Training  
Less Than Lethal Force  
Officer Safety

After deliberating the various options, there was consensus that training in the recently-mandated Field Training Officer Course, Officer Safety/Survival, and Domestic Violence/Child Abuse are the highest priorities for back-fill reimbursement. Staff will develop a proposal based on those training areas to be presented to the Commission's Finance Committee on January 21 and recommendations will be taken to the full Commission on January 22.

Ken will notify the field of the additional funding and of the issues discussed at this meeting and the Commission decision for back-fill reimbursement. The Governor's budget will be heard by the Assembly and Senate Budget Committees beginning in March. In order to be successful in obtaining this funding, law enforcement representatives will be invited to attend the hearings to show their support. The group will be provided periodic updates as progress is made and assistance is needed.

ADJOURNMENT - 4:35 p.m.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**  
**Statement of Justification for Proposed Revenue Increase**

**BACK-FILL REIMBURSEMENT**

**\$ 8 Million**

The Concept of back-fill reimbursement is to reimburse agencies for costs of replacing officers away from the job for training. A prevailing statewide problem is inability of agencies to release officers to attend training courses without paying overtime to other employees to maintain coverage of the position. Due to a lack of overtime funds, agencies in too many instances must forego needed training for their personnel. The paying of back-fill costs for high priority courses would provide needed funds to departments, create a greater incentive to train and, thereby, increase training in critical, high liability subject areas.

**INCREASED FUNDING OF TUITION REIMBURSABLE TRAINING**

**\$2.5 Million**

POST and local law enforcement agencies have struggled for several years to maintain availability of training in vital areas of law enforcement operations. Lack of funds have prevented certification of training requiring tuition that exceeds the norm and POST's funding ability. Immediate, high priority needs for tuition supported training include: defensive tactics, domestic violence, less than lethal force, crowd control, control of passive demonstrators, SWAT and special weapons, pursuit driving, victim programs, and others.

POST's current limitations on presenters' tuition budgets have not been reviewed in the past 8-10 years. A new future review is expected to result in increases in allowable instructor salary rates and other factors.

**MULTI-MEDIA PROGRAMS**

**\$1.5 Million**

POST, in concert with law enforcement agencies, has developed an extensive multi-media (computer-video interactive) training program. Several training courses have been developed and are in use by law enforcement. Computer-video interactive courses have proven to be an excellent means of delivering, on demand, standardized, highly effective training with reduced overall costs. Virtually all law enforcement agencies have installed computer equipment to enable use of these technology based programs. There is statewide continuing need for additional multi-media courseware and needs to adjust and improve the system to keep pace with technology.

12/22/97

**COMMISSION ON POST  
4-YEAR PROJECTION  
(As of 6/30/97)**

	FY 96/7	FY 97/8	FY 98/9	FY 99/00	FY 00-01
Beginning Reserves	10,828	14,611	7,520	6,062	4,604
<b>Revenues</b>					
Penalties (PAF)	30,974	31,544	31,544	31,544	31,544
Other	817	750	750	750	750
PAF/DT	6,207	2,040	2,000	2,000	2,000
Permanent Funding					
Increase via BCP	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
TOTAL	37,998	34,334	46,294	46,294	46,294
<b>TOTAL RESOURCES</b>	48,826	48,945	53,814	52,356	50,898
<b>EXPENDITURES</b>					
Support	19,965	20,644	19,250	19,250	19,250
Local Assistance	<u>15,250</u>	<u>20,781</u>	<u>28,502</u>	<u>28,502</u>	<u>28,502</u>
TOTAL	34,215	41,425	47,752	47,752	47,752
<b>YEAR END RESERVE</b>	14,611	7,520	6,062	4,604	3,146

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

FINANCE Committee Mtg

JERRY WILSON, Governor

DANIEL E. LUNGREN, Attorney General

1/21/98

December 15, 1995

1/12/98

BULLETIN: 95-24

SUBJECT: NEW EXEMPTIONS FOR MAXIMUM HOUR LIMITATION IMPOSED ON  
REIMBURSABLE IN-SERVICE TRAINING

The Commission, at its July 20, 1995 meeting, set an 80-hour cap on reimbursement for non-mandatory, in-service training for all ranks and classifications (as notified in Bulletin 95-16, dated August 1, 1995). The reimbursement cap was implemented on September 1, 1995 and extends to June 30, 1996. This Commission action was precipitated by a projected budget deficit, based on an anticipated increase in training volumes and a decline in revenue. In Bulletin #95-16, certain courses were exempted from the limitation, and attendance at those courses are not counted toward the cap, they include:

Basic Courses (including the Requalification Course)  
The Management Course  
Supervisory Leadership Institute Courses  
POST Special Seminars and Workshops

The Supervisory Course  
Command College Courses  
Master Instructor Program  
Team Building Workshops

At its November 9, 1995 meeting, the Commission added the following course (retroactive to September 1, 1995) to the list of courses exempted from the cap:

The Executive Development Course

*Institute of Investigation  
Course course*

As stated above all Basic Courses are exempted, i.e., the Regular Basic Course, District Attorney Investigators' Basic Course, Marshals' Basic Course, Specialized Basic Investigators' Course, Public Safety Dispatchers' Basic Course, and Coroners' Death Investigation Course. For clarification, included as part of the Basic Course exemption are any courses specified in Commission Regulation 1005 as part of the minimum basic training requirements, e.g., the Investigation and Trial Preparation Course, and the Bailiff and Civil Process Course.

Any questions regarding the maximum hour limitation for reimbursement may be directed to your area consultant at (916) 227-4862.

*Norman C. Boehm*

NORMAN C. BOEHM  
Executive Director

*Under Consideration For  
Exemption: (Allowable hrs from 80-120)*

1. PTO
2. 80-hr Narcotic Investigation
3. 80-hr Motorcycle Course

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

**LEGISLATIVE REVIEW COMMITTEE**

Thursday, January 22, 1998  
Sheraton Newport Beach Hotel  
4545 MacArthur Boulevard  
Newport Beach, CA 92660  
(714) 833-0570

**MEMBERS**

Sherman Block (C)  
David Anderson  
Collene Campbell  
Mike Carre  
Bill Kolender  
Dan Lungren  
Jan Scully

**AGENDA****9:00 A.M.****A. Status of POST Approved Legislation**

Attachment A is the proposed legislative text that will be introduced in bill form by Senator Richard K. Rainey (R-Walnut Creek). This item is for information purposes and no action is necessary.

**B. Status of School Police Legislation**

Attachment B is the proposed legislative text that will be introduced in bill form by Senator Teresa P. Hughes (D-Inglewood). This item is for information purposes and no action is necessary.

**C. Pending Legislation of Interest to POST**

Attachment C provides charts indicating the status of all active and informational bills followed by POST. This item is provided for information purposes and no action is necessary.

**D. Other**

## **Commission On Peace Officer Standards and Training 1998 Proposed Legislation**

### **1. Add new Penal Code Section 13513.1**

#### **13513.1. Officers killed in the line of duty**

The commission shall establish a unit whose purpose is to conduct on-going research on the causes surrounding deaths of and assaults on, California peace officers in the performance of their duties. The unit will develop enhanced officer safety training and improved tactics with the intent of preventing such incidents.

### **2. Amend Penal Code Section 13511.5**

#### **13511.5. Certification of no criminal history from department of justice; controlling concealable firearms**

Each applicant for admission to a basic course of training certified by the Commission on Peace Officer Standards and Training *as established and provided for in section 832(a) or 832.3(a)* who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice pursuant to Sections 11122, 11123, and 11124 that the applicant has no criminal history background which would disqualify him or her, pursuant to Section 12021 or 12021.1 of this code, or Section 8100 or 8103 of the Welfare and Institutions Code, from owning, possessing, or having under his or her control \*\*\* a firearm \*\*\*.

### **3. Amend Penal Code Section 13511 (b)**

#### **13511. Place of training; testing in lieu of attendance at training academy or college**

13511 (a) In establishing standards for training, the commission shall, so far as consistent with the purposes of this chapter, permit required training to be obtained at institutions approved by the commission.

13511 (b) In those instances where persons have acquired prior ~~equivalent~~ *comparable* peace officer training, the commission shall, no later than July 1, 1981, and thereafter, provide the opportunity for testing in lieu of attendance at a basic training academy or accredited college. Tests shall be constructed to verify possession of minimum knowledge and skills required by the commission as outlined in its basic course. These tests shall be scheduled periodically in convenient locations, and an opportunity shall be provided for testing and retesting under procedural guidelines established by the commission. The retesting procedures shall be designed so that any portion which has been previously passed need not be retaken. *The commission shall develop regulations that would exempt otherwise qualified candidates from skills testing when entering law*

*enforcement management positions at the second level of supervision or higher.* The commission shall charge a fee to cover administrative costs which is sufficient to cover all the costs associated with the testing conducted under this subdivision.

December 17, 1997

**DRAFT FOR SCHOOL SECURITY OFFICER BILL**

1) P.C. 832.2

Change title:

delete: Training for school peace officer

insert: Security Officers Selection and Training; School Police Reserve Officer Training

(a) delete peace and  
insert security

Delete all of (b) and insert:

(b) Selection:

Require all contracted security officers to receive a complete criminal records check prior to performing the duties of a security officer on a public school campus. Any such records check shall be performed by the California Department of Justice and the Federal Bureau of Investigation.

Delete all of (c) and insert:

(c) Training:

After July 1 2000 all employed or contracted school security officers in a K-14 public school district who work more than 20 hours a week shall complete a course of training developed no later than July 1, 1999 by the Department of Consumer Affairs, Bureau of Security and Investigative Services. This course shall be developed in consultation with the Commission on Peace Officer Training and Standards.

In addition, if such security officers are required by their district to carry a firearm while employed, they will be required to satisfy the training requirements of P.C. 832. (continued on next page)

Page 2 School Security Officer bill

P.C. 832.2 add (d )

Every school police reserve officer, as described in Sections 39670 and 72330 of the Education Code, shall complete a course of training approved by the Commission on Peace Officer Standards and Training as prescribed in P.C. 832.2 (c ).

December 17, 1997

**DRAFT FOR SCHOOL POLICE SAFETY OFFICER BILL**

1) P.C. 830.32 (Change name from Peace Officer to Police Officer)

add (c): Any peace officer employed by a public school district K-14 who has completed training as prescribed by POST in 832.3f shall be designated a School Police Officer.

2) P.C. 832.3 add (f) (Goal to ensure the Basic Course is given to each School Police Officer)

Any School Police Officer first employed by a public school district K-14 after July 1, 2000 shall successfully complete **the basic course of training as prescribed by P.C. 832.3 (a)** before exercising the powers of a peace officer, except while participating as a trainee in a supervised field training program approved by the Commission on Peace Officer Standards and Training.

3) P.C. 832.3 add (g) **Optional School Police Training**

**The Commission shall prepare a specialized course of instruction for the training of School Police Officers to meet the unique safety needs of the school environment. This course shall be optional and intended to supplement any other training requirements.**

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

### 1997 Status of Active Legislation of Interest to POST (Revised October 27, 1997)

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
AB 271 (Villaraigosa)	<b>Correctional Peace Officers:</b> This bill would make several changes related to state agency correctional peace officers including requiring investigators under the authority of the Inspector General to complete an Internal Affairs Investigation Course certified by POST. <i>Commission Position: Support, if amended</i>	Senate Rules Committee (two-year bill)
AB 531 (Knox)	<b>Community Policing:</b> This bill establishes, in the Office of Criminal Justice Planning, the Community Policing Grant Program to provide grants of up to \$500,000 to local law enforcement agencies. <i>Commission Position: Opposed</i>	Senate Appropriations Committee (two-year bill)
AB 533 (Knox)	<b>Weapons Scanning Devices: Required Training:</b> This bill would authorize law enforcement agencies to acquire weapons scanning devices, preclude the public's access, and require peace officers who use these devices to receive POST-certified training. <i>Commission Position: Neutral</i>	Senate Public Safety Committee (two-year bill)
AB 870 (Hertzberg)	<b>Elder Abuse: Law Enforcement Training:</b> This bill would propose mandated training for in-service officers. <i>Commission Position: Support</i>	Chaptered 97-0444
AB 1211 (Hertzberg)	<b>Standards for Police Chiefs:</b> This bill would require police chiefs and heads of local law enforcement agencies to complete the basic course and receive a POST basic certificate with 24 months of employment. <i>Commission Position: Support</i>	Assembly - Inactive File (two-year bill)
AB 1343 (Martinez)	<b>Photos and Video of Dead Bodies:</b> This bill would prohibit use of law enforcement photos and videos of dead bodies for law enforcement training purposes. <i>Commission Position: Oppose, unless amended</i>	Assembly - Public Safety Committee (two-year bill)
AB 1496 (Papan)	<b>Public Safety Training Act of 1997:</b> This bill would establish the Public Safety Training Facilities Fund to finance the establishment and ongoing maintenance of regional public safety skills centers. <i>Commission Position: Support</i>	Senate Appropriations Committee (two-year bill)

<b><u>Bill #</u></b>	<b><u>Subject</u></b>	<b><u>Status</u></b>
SB 350 (Lee)	<b>Domestic Violence Appropriation:</b> This bill makes an \$11,040,840 appropriation of federal revenue for domestic violence enforcement/prevention programs, of which \$2.2 million is designated for specified POST training programs on domestic violence. <i>Commission Position: Support in Concept</i>	Chaptered 97-0009
SB 366 (Hughes)	<b>School Peace Officer Study:</b> This bill would require POST to review the minimum training standards for peace officers employed by school districts including community college districts. <i>Commission Position: Support, if Amended</i>	Chaptered 97-0117
SB 588 (Hughes)	<b>Elder Abuse Training:</b> This bill would require POST to develop elder abuse guidelines and incorporate curriculum related to these guidelines into the basic course. <i>Commission Position: Neutral</i>	Senate Judiciary Committee (two-year bill)
SB 786 (Knight)	<b>Reserve Peace Officer Definitions:</b> This bill would: (1) combine non-designated and designated Level I reserves, (2) eliminate limited Level I reserves, (3) expand the duties of Level II and III reserves to work alone, and (4) eliminate the continuous field training requirement for Level II reserves. <i>Commission Position: Oppose, Unless Amended</i>	Chaptered 97-0127
SB 923 (Thompson)	<b>Traumatic Brain Injured Fund:</b> This bill would eliminate the present \$500,000 cap on revenue to the Traumatic Brain Injured Fund and the redistribution of excess revenue to the other state penalty funds including the Peace Officer Training Fund. <i>Commission Position: Oppose</i>	Assembly Health Committee (two-year bill)
SB 951 (Johnson)	<b>Peace Officers: Franchise Tax Board:</b> This bill would provide that designated employees are peace officers provided that the primary duty is the enforcement of specified provisions of the Revenue and Tax Code. <i>Commission Position: Neutral</i>	Chaptered 97-0670
SB 1213 (Vasconcellas)	<b>Santa Clara County Correctional Officers:</b> This bill would confer peace officer status on correctional officers of Santa Clara County, notwithstanding the existing law that requires a peace officer feasibility study. <i>Commission Position: Oppose</i>	Senate Public Safety Committee (two-year bill)

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## 1997 Status of Informational Legislation of Interest to POST

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
AB 86 (Pringle)	<b>Trial Court Funding:</b> This bill makes technical changes to the distribution of the State Penalty Fund that do not impact the Peace Officer Training Fund.	Assembly Judiciary Committee (dead)
AB 124 (Runner)	<b>County Penalties: Parking Surcharges:</b> This bill would eliminate the required transfer of a portion of the county surcharges on parking fines to the state controller.	Assembly Judiciary Committee (two-year bill)
AB 177 (Goldsmith)	<b>Board of Corrections:</b> This bill would expand the Board to 12 members by including a deputy sheriff of the rank of sergeant or below with a minimum of five years experience.	Chaptered 97-0830
AB 233 (Escutia)	<b>Trial Court Funding:</b> Essentially the same as AB 86.	Chaptered 97-0850
AB 343 (Woods)	<b>Custodial Officers: Assignments:</b> An act to amend Section 831.5 of the Penal Code relating to custodial officers. This bill would authorize the sheriff in counties with a population of 200,000 or less to assign a custodial officer as a court bailiff. Additionally, this bill provides that if the Governor or county board of supervisors declares a state of local emergency, a custodial officer may be assigned limited law enforcement responsibilities, including the powers of arrest.	Assembly Public Safety Committee (two-year bill)
AB 344 (Morrissey)	<b>Citizen Complaints About Peace Officers:</b> This bill would require a decision from a law enforcement agency within six months after an investigation of a citizen complaint.	Assembly Public Safety Committee (two-year bill)
AB 436 (House)	<b>Peace Officer Disability Retirement:</b> This bill would specify that retirement for psychological disability must be accompanied with a written opinion from a physician that the retired peace officer is a danger to himself, herself, or others if permitted to carry a concealed and loaded firearm.	Senate - Inactive File
ACR 63	<b>Reserve Peace Officers:</b> This measure would encourage all Californians to join with the Legislature in commending reserve peace officers for their service, dedication, and commitment to the citizens of California.	Chaptered 97-R-101
SB 470 (Rainey)	<b>County Sheriff: Alameda:</b> This bill would permit the Board of Supervisors of Alameda County to authorize the sheriff to enforce provisions of the Vehicle Code.	Senate Committee on Local Government (dead)
AB 856	<b>Crime Prevention - Witness Protection Program:</b> This bill would establish the Witness Protection Program and require that the program be administered by the Attorney General to provide for the relocation or other protection of a witness in a criminal proceeding where there is substantial danger that the witness may suffer retaliatory violence or oppression.	Chaptered 97-0507

<b><u>Bill #</u></b>	<b><u>Subject</u></b>	<b><u>Status</u></b>
AB 920 (Davis)	<b>California Forensic Science Laboratory Enhancement Program:</b> This bill would require the Office of Criminal Justice Planning to establish and implement the California Forensic Science Laboratory Enhancement Program to assist local agencies in the maintenance of existing criminal forensic science laboratories located within specified local agencies.	Chaptered 97-0931
AB 1016	<b>Peace Officer Personnel Files:</b> This bill would require the removal of complaints from a peace officer's personnel file that have been determined to be unfounded or exonerated.	Senate - Inactive File
AB 1191 (Shelley)	<b>Vehicles: Traffic Rules and Regulations: Violations:</b> This bill would change the base fine for violation of the red signal light infraction to a fine of \$100. Violation of specified Vehicle Code provisions concerning red lights would be allocated by the county treasurer to the local law enforcement agencies in whose jurisdictions the offenses occurred.	Chaptered 97-0852
AB 1308	<b>Peace Officer Powers:</b> This bill would provide that security officers of the Department of General Services of the City of Los Angeles, who are peace officers, would be authorized to carry firearms only if authorized by, and under the terms and conditions specified by, the department.	Chaptered 97-0446
AB 1386 (Goldsmith)	<b>Public Safety Officer Procedural Bill of Rights: Public Safety:</b> Extends Peace Officers' Bill of Rights to reserve and auxiliary officers.	Assembly Public Safety Committee (two-year bill)
AB 1398 (Oller)	<b>Washoe Tribal Law Enforcement:</b> This bill would extend peace officer powers (not status) to members of Washoe Tribal Police located in Alpine County.	Chaptered 97-0033
AB 1468 (Runner)	<b>Reserve Peace Officers: Firearms:</b> This bill would authorize a police chief or sheriff to issue concealed weapons permits to certain reserve peace officers.	Chaptered 97-0744
SB 9 (Lockyer)	<b>Trial Court Funding:</b> This bill would revise the system of state funding of trial courts.	Senate Appropriations Committee (two-year bill)
SB 11 (Brulte)	<b>Local Law Enforcement: Supplemental Funding:</b> This bill would allocate an unspecified amount of money to cities and counties for Citizens Option for Public Safety (COPS) Program established by this bill.	Senate Appropriations Committee (dead)
SB 22 (Johnson)	<b>Elective County Offices: Term Limits:</b> This bill would authorize a board of supervisors of any general law or charter county, and the residents of the county, by initiative, to submit a proposal to limit or repeal the number of terms any officer may serve in an elective county office.	Senate Elections & Reapp. Committee (dead)
SB 58 (Ayala)	<b>State Agencies:</b> This bill would require every state agency, that may be significantly affected by a bill, to prepare an analysis of the bill and deliver that analysis to the bill's author and each policy committee.	Senate Governmental Organization Committee (dead)

<b><u>Bill #</u></b>	<b><u>Subject</u></b>	<b><u>Status</u></b>
SB 139 (Kopp)	<b>Police Protection Districts:</b> This bill requires that if a district maintains and operates its own police department, the police department, its chief of police and its employees shall have all the rights, duties, privileges, immunities, obligations, and powers of a municipal police department.	Senate Appropriations Committee (two-year bill)
SB 142 (Knight)	<b>Concealed Weapons License:</b> This bill defines "good cause" and requires the licensing authority to deal fairly and in good faith with an applicant for a license.	Senate Public Safety Committee (two-year bill)
SB 146 (Johnston)	<b>Concealed Weapons License:</b> This bill would limit a chief to issue a license to carry a concealed firearm to a qualified resident of the city.	Chaptered 97-0408
SB 162 (Haynes)	<b>Fines and Forfeitures:</b> This bill would authorize reimbursement of a county or court for costs of operating a comprehensive collection program for delinquent payment.	Chaptered 97-0703
SB 182 (Peace)	<b>Fines and Forfeitures:</b> This bill would require courts to impose an additional penalty of \$32 for each conviction of driving under the influence and the revenue to be deposited in the Fingerprint Fees Account to process criminal history records.	Senate Appropriations Committee (two-year bill)
SB 243 (Peace)	<b>Security Services: Concealed Firearms:</b> This bill would exempt peace officers from certain licensing requirements while working casual or part-time employment as a private security guard or patrolman for a public or private entity.	Chaptered 97-0452
SB 458 (Peace)	<b>State Agencies: Correspondence: Disclosure of Personal Information:</b> Prohibits a state agency, including the California State University, from sending any correspondence to individuals containing personal information about that individual unless correspondence is sealed.	Chaptered 97-0685
SB 467 (Rainey)	<b>County Water Districts:</b> This bill would grant authority for any regular employee of a county water district, who is a deputy sheriff designated by a resolution of the district board, to issue prescribed citations for trespassing violations. This same authority would be granted to any regular employee who has successfully completed a peace officer training course as specified by the board.	Chaptered 97-0532
SB 492 (Rosenthal)	<b>State Agencies and Regulatory Boards: Internet:</b> Requires state agencies to provide public information on the internet, including license suspensions and revocations by state agencies and other regulatory boards. Also included is other related enforcement action taken against persons, businesses, or facilities.	Chaptered 97-0661
SJR 5 (Haynes)	<b>March Air Force Base Closure:</b> This resolution memorializes the Secretary of the United States Department of Interior to direct the Fish and Wildlife Service to enter into, with all deliberate speed, consultations concerning the Riverside Sheriff's regional training center property, with all other necessary federal and state agencies.	Chaptered 97-R-073
SJR 22 (Costa)	<b>Crime Victims:</b> This measure would memorialize the Congress and President of the United States to enact United States Senate Joint Resolution No. 6 of the 105th Congress, which proposes an amendment to the Constitution of the United States to protect the rights of crime victims.	Senate Public Safety Committee (two-year bill)



DEPARTMENT OF  
POLICE

ARTURO VENEGAS, JR.  
CHIEF OF POLICE

CITY OF SACRAMENTO  
CALIFORNIA

HALL OF JUSTICE  
813 SIXTH STREET  
SACRAMENTO, CA  
95814-2495

PH 916-264-5121  
FAX 916-448-4620  
E-MAIL  
spdcaw@quiknet.com  
http://  
www.quiknet.com/spd/

December 5, 1997

Ref: 12-8

Kenneth O'Brien, Executive Director  
Department of Justice  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, California 95816-7083

Dear Mr. O'Brien:

On behalf of the Sacramento Police Department and the Sacramento Police Officers Association, we appreciate your sincere condolences regarding the loss of Officer Emily Morgenroth.

A true professional and highly respected among her peers, Officer Morgenroth will be greatly missed.

Sincerely,

  
Arturo Venegas, Jr.  
Chief of Police

  
Steven Campas  
Sacramento Police Officers Association

AV:rmm



SHERMAN BLOCK, SHERIFF

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



December 4, 1997

Kenneth J. O'Brien, Executive Director  
Commission on Peace Officer  
Standards and Training  
1601 Alhambra Boulevard  
Sacramento, California 95816-7083

Dear Ken:

Thank you so very much for your thoughtful expression of sympathy over the loss of Los Angeles County Deputies Shayne D. York and Michael L. Hoenig. Your kind words express more than compassion; they show the true support of our law enforcement community for the men and women who police our streets.

Again, thank you for your concern. Your condolence has helped ease the pain and has refocused our attention on the future task of creating a community safer for us all.

Sincerely,

A handwritten signature in black ink, appearing to read "Sherman Block", written over a horizontal line.

SHERMAN BLOCK  
SHERIFF

*A Tradition of Service*



## CAUSE

California Union of  
Safety Employees  
2029 H Street  
Sacramento, CA 95814  
1-800-522-2873  
916-447-5262  
916-447-2530 fax  
2900 Bristol Street  
Suite H-201  
Costa Mesa, CA 92626  
1-800-551-1414  
714-708-7576  
714-708-7582 fax

### Affiliates

Association of Conservation  
Employees  
Association of Criminalists-DOJ  
Association of Deputy  
Commissioners  
Association of Motor Carrier  
Investigations Specialists  
Association of Motor Vehicle  
Investigators of California  
Association of Special  
Agents-DOJ  
California Association of  
Criminal Investigators  
California Association of  
Food & Drug Investigators  
California Association of  
Fraud Investigators  
California Association of  
Regulatory Investigators  
and Inspectors  
California Association of  
State Investigators  
California Organization of  
Food and Agriculture Inspectors  
California Organization of  
Licensing Registration Examiners  
California State Police  
Association  
CHP-Radio Dispatchers  
Association  
Fire Marshal's & Emergency  
Services Association  
Fish & Game Wardens  
Association  
Hospital Police Association  
of California  
State Employed Fire Fighters  
Association

December 9, 1997

Jody Hall-Esser  
POST Commission Chair  
1601 Alhambra Blvd.  
Sacramento, CA. 95816-7083

Dear Ms. Hall-Esser:

I no longer wish to serve in an "advisory capacity" to POST.  
However, CAUSE would appreciate receiving all meeting materials of  
future meetings.

Sincerely,

ALAN BARCELONA  
CAUSE President

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CA 95816-7083(916) 227-3909  
FAX (916) 227-3895  
www.post.ca.gov

November 17, 1997

Alan Barcelona, President  
CAUSE  
2020 "H" Street  
Sacramento, CA 958124

Dear Alan:

At the November 6, 1997 meeting, the Advisory Committee recommended the Commission contact you with regard to your lack of attendance at POST Advisory Committee meetings. Commission Policy B.7 regarding Advisory Committee, Service and Appointment of Members states:

"An Advisory Committee member's unexcused absence from two consecutive regularly scheduled meetings shall result in formal review by the Commission of the member's status for consideration of removal from the Advisory Committee."

As you are aware, you last attended an Advisory Committee meeting on November 6, 1996, and have not attended since that time nor notified POST staff or requested any excused absences. However, we understand there have been some compelling circumstances contributing to your inability to attend.

The Commission is appreciative of the service you have provided as a Committee member and would welcome your continued service until your term expires in September 1998. Please contact Kenneth J. O'Brien, POST Executive Director, at (916) 227-2803, and advise him of your intentions in this regard.

Sincerely,

  
JODY HALL-ESSER  
Commission Chair